

ADAMS COUNTY BOARD OF SUPERVISORS MEETING  
Adams County Board Room, July 19, 2011 6:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of June 21, 2011 minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk.
10. Appoint (6) Supervisors to approve claims Morgan, Renner, Stuchlak, Townsend, Ward and West.
11. **Claims:** None
12. **Correspondence:** None
13. **Appointments:** Appoint Florence Johnson to the WI Counties Solid Waste Management Association as a Policymaker Member.
14. **Unfinished Business:** None
15. **Reports and Presentations:**
  - A. Admin Coord/Director of Finance
  - B. Miscellaneous:
    - Daric Smith, RIDC
    - Dave Callender-Legislative Associate-Wisconsin Counties Association

16. Review Committee Minutes		
Ad Hoc Rules 6/22, 7/5 Ad Hoc Transition & Consolidation Sub 6/9 Adm/Fin 5/9 Airport 6/13, 7/11 Board of Adj 5/18 CDBG 6/15	County Board 6/21 Executive 6/14 H & H & Vet 5/13 Humane Soc 6/13 Hwy 6/9 L & W 6/13, 7/11 Library 6/27	Parks 5/11 P & Z 5/24, 6/1, 6/15 Property 6/14, 7/1, 7/12 Pub Safety & Jud 6/21 Solid Waste 6/15, 7/6 Surveyor 7/5 UW Extension 6/14

17. **Resolutions:**

**Res. #36:** To update the Adams County Land Records Modernization Plan as recommended by the Adams County Land Information Council and the Wisconsin Department of Administration.

**Res. #37:** To sell the commercial real property commonly known as 699 S. Main Street, Adams, Wisconsin to Donna L. Disch for the sum of \$122,000.00 minus related closing costs and expenses.

**Res. #38:** To authorize Sam Wollin of the Sheriff's Department to attend the National Sheriff's Institute in Longmont, CO, from August 28 through September 3, 2011.
18. **Ordinance:** None
19. **Denials:** None
20. **Petition:** None
21. Approve Claims
22. Approve Per Diem and Mileage
23. Motion for County Clerk to correct errors
24. Set next meeting date
25. Adjournment.

# WCSWMA

(Wisconsin Counties Solid Waste Management Association)

Myrna Diemert, Administrative Coordinator

1420 Hwy 21, Friendship, WI 53934

Phone (608) 339-2878, Fax (608) 339-9147, Email: [diemertm@co.adams.wi.us](mailto:diemertm@co.adams.wi.us)

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June 28, 2011

Al Sebastiani  
Adams County Board Chair  
PO Box 114  
Oxford, WI 53952

Dear Chair Sebastiani;

With this letter we respectfully request that Florence Johnson be appointed to the WI Counties Solid Waste Management Association (WCSWMA) Executive Committee as a Policymaker Member. The purpose of the Association is to promote effective and environmentally sound solid waste management systems and resource recovery efforts. The Association promotes communication amongst its members and associates for the exchange of ideas, and provides a forum for the promotion of legislation at the State and Federal levels of government.

Her years of experience on the Solid Waste Committee would make her a valuable asset to our organization. Our Executive Committee meets approximately 4 times per year usually in the Stevens Point or Wausau area.

Sincerely,

*Meleesa Johnson*

Meleesa Johnson  
Director-Marathon Co. Solid Waste Dept.  
Chair-WI Counties Solid Waste Mgmt Assn.

**RESOLUTION 2011 - 36****RESOLUTION TO APPROVE THE UPDATED ADAMS COUNTY LAND  
RECORDS MODERNIZATION PLAN 2011**

INTRODUCED BY: Planning and Zoning Committee

INTENT AND SYNOPSIS: To update the Adams County Land Records Modernization Plan as recommended by the Adams County Land Information Council and the Wisconsin Department of Administration

FISCAL NOTE: None

WHEREAS, The Wisconsin Land Information Program was created as a part of 1989 Wisconsin Act 31; and

WHEREAS, this legislation is now the Wisconsin Land Information Program set forth in Section 16.967 of the Wisconsin Statutes; and

WHEREAS, by Resolution No. 110-1992, adopted July 21, 1992, and by Resolution No. 2-2006, adopted February 21, 2006 the Adams County Board of Supervisors approved the initial and subsequent Adams County Land Records Modernization Plans; and

WHEREAS, the Wisconsin Land Information Program enables counties to retain fees collected for recording and filing real estate documents and apply for and receive grants from the Wisconsin Land Information Program which thereby allows counties to make progress in land records modernization, without relying fully on taxes levied by counties; and

WHEREAS, pursuant to the provisions of Section 59.72(5) of the Wisconsin Statutes, the Adams County Register of Deeds collects fees for recording and filing real estate documents that must be used to develop, implement and maintain a countywide plan for land records modernization; and,

WHEREAS, in order for the Register of Deeds to continue collecting those fees for recording and filing real estate documents that must be used to development, implement and maintain a countywide plan for land records modernization, and in order for Adams County to be eligible for continued participation in the Wisconsin Land Information Program, it is necessary that the Adams County Land Records Modernization Plan be updated as recommended by the Wisconsin Land Information Board and the Wisconsin Department of Administration; and

2011

WHEREAS, The Adams County Land Information Council has updated the Adams County Land Records Modernization Plan, in a document entitled "Adams County Land Records Modernization Plan 2011" a photocopy of which is on file in the Office of the Adams County Clerk, and may be inspected there during normal business hours; and

WHEREAS, the Adams County Land Information Council and the Planning and Zoning Committee recommends approval of the "Adams County Land Records Modernization Plan"

NOW THEREORE BE IT RESOLVED, that the Adams County Board of Supervisors hereby approves the "Adams County Land Records Modernization Plan 2011", attached hereto and incorporated as if fully contained herein.

Recommended for adoption by the Planning and Zoning Committee this 19<sup>th</sup> day of July, 2011

Joe Stubbled  
Gary J. Davis  
Barbara L. Morgan

Don E. Smith  
Shirley L. Smith  
Karl G. Blum  
Levy C. James

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

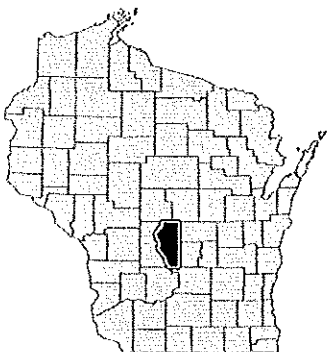
by the Adams County Board of Supervisors this July 19<sup>th</sup>, 2011.

County Board Chair

County Clerk



Wisconsin Land Information Program  
Land Information Modernization and Integration Plan: 2011-2015



## Adams County Land Records Modernization Plan 2010

Statutory Reference: Wis. Stat. Sec. 59.72 (3) Land Information Office. The (county) board may establish a county land information office or may direct that the functions and duties of the land information office be performed by an existing department, board, commission, agency, institution, authority or office. The county land information office shall:

Coordinate land information projects within the county, between the county and local government units, between the state and local governmental units and among local governmental units, the federal government and the private sector.

Within 2 years after the land information office is established, develop and receive approval for a county-wide plan for land record modernization. The Plan shall be submitted for approval to the Department of Administration under s. 16.967 (3) (e).

Review and recommend projects from local governmental units for grants from the Department of Administration under s. 16.967 (7).

Plans are an indispensable component of the Wisconsin Land Information Program (WLIP). Given the enormous benefits of geographic and land information system technologies to date, these plans, in combination with annual GIS inventory data, promise continued benefits for all levels of government in Wisconsin. These benefits include:

- reduction of duplication of effort across all levels of government;
- more accessible, useable, complete, accurate and timely information available to local units of government, state and federal agencies, public utilities and the public;
- improved analysis, decision support, and program administration; and
- increased ability to provide greater public access to geographic information via the Internet.

## DEFINITION OF LAND INFORMATION

Do you have land information? Wis. Stat. Sec. 16.967(1) sets forth the operative definition. The definition is inclusive rather than exclusive. The definition is: ". . . any physical, legal, economic or environmental information or characteristics concerning land, water, ground-water, subsurface resources, or air in this state". The use of the term "any" is expansive and is not limited by the words that follow. The word "characteristics" is emphasized to highlight the notion that land information is any information that can be geographically referenced to areas, lines and points on the earth. Non-traditional examples of "geo-referenced" data include social, economic, public safety, health or other statistical information organized by or referenced to location, such as parcels, census blocks, zip codes, addresses, minor civil divisions, the Public Land Survey System, counties, service regions, natural zones, or regions. The statutes provide an extensive, but not exhaustive, list of other examples "including information relating to topography, soil, soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural resources, land ownership, land use, land use controls and restrictions, jurisdictional boundaries, tax assessment, land value, land survey records and references, geodetic control networks, aerial photographs, maps, planimetric data, remote sensing data, historic and prehistoric sites and economic projections."

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## Adams County Land Records Modernization Plan 2010

### I. EXECUTIVE SUMMARY

#### A. Identify your county and the name of the person completing this form.

Jodi Helgeson  
Adams County Register of Deeds/Land Information Officer  
PO Box 219 – 402 Main St  
Friendship, WI 53934  
Voice Phone 608-339-4206  
Fax Phone 608-339-4514  
Email [jhelgeson@co.adams.wi.us](mailto:jhelgeson@co.adams.wi.us)

#### B. Identify those who participated in the process of preparing the plan. List organizational affiliations, names, addresses, e-mails and phone numbers of designated contact person(s) for this plan.

Alfred Sebastiani, County Board Supervisor  
PO Box 278 Friendship WI 53934 – 608-339-4200

Mary Ann Bays, County Treasurer  
PO Box 470 Friendship WI 53934 – 608-339-4202  
[mbays@co.adams.wi.us](mailto:mbays@co.adams.wi.us)

Phil McLaughlin, Zoning Administrator  
PO Box 187 Friendship WI 53934 – 608-339-4222  
[pmclaughlin@co.adams.wi.us](mailto:pmclaughlin@co.adams.wi.us)

Jodi Helgeson, Register of Deeds  
PO Box 219 Friendship WI 53934 – 608-339-4206  
[jhelgeson@co.adams.wi.us](mailto:jhelgeson@co.adams.wi.us)

Tyler Grosshuesch, GIS Specialist/Assistant Land Information Officer  
PO Box 102  
Friendship WI 53934 - 608-339-4546  
[tyler.grosshuesch@co.adams.wi.us](mailto:tyler.grosshuesch@co.adams.wi.us)

Christopher Murphy, County Conservationist  
PO Box 287 Friendship WI 53934 – 608-339-4268  
[cmurphy@co.adams.wi.us](mailto:cmurphy@co.adams.wi.us)

## Adams County Land Records Modernization Plan 2010

Gregory Rhinehart, County Surveyor  
PO Box 187 Friendship WI 53934 – 608-339-4222  
[gregr@msa-ps.com](mailto:gregr@msa-ps.com)

Ron Chamberlain, County Highway Commissioner  
1342 County Road F – 608-339-3355  
[rchamberlain@co.adams.wi.us](mailto:rchamberlain@co.adams.wi.us)

### C. Provide a concise executive summary of this plan not exceeding one page.

This plan describes Adams County's land records modernization efforts to date as well as our goals and objectives for the future.

Adams County's first land records modernization plan was adopted in 1996 and subsequently updated and adopted in 2000 and 2005.

Adams County has benefited greatly from the Land Information Program. The fees retained for the program have allowed the county to continue to move forward from paper land records to digitized land records including but not limited to parcel mapping, document imaging, document indexing, permitting, assessment and taxation. As land records grow from collection and design into decision support, more county departments and citizens are involved with land records. The continued integration of data from various departments will increase productivity in preparing reports and projects. By identifying the departmental needs, county data can be more integrated, redundancy can be reduced and accuracy increased. It is anticipated that at the end of the cycle of this 5 year plan, Adams County will have reached a major goal in providing data in multiple ways that benefit consumers, and will have reviewed the land records software The County uses with the goal of making technical advances such as electronic recording.

The county looks forward to future benefits from the Wisconsin Land Information Program including retained fees and grants.

Adams County updates its profile in the Wisconsin GIS Survey at least once a year as a WLIP program requirement. The survey provides a statewide snapshot of the status of land information. County land information plans provide the narrative and long-range planning horizon necessary to put these annual snapshots in context.

## Adams County Land Records Modernization Plan 2010

D. If applicable, provide the address for your county's land information Website(s).  
Adams County Land Records Website  
[www.adamscountylandrecords.com](http://www.adamscountylandrecords.com)

E. If applicable, provide the address(s) for any Websites serving land information that are maintained or sponsored by municipalities (cities, villages and towns) within your county.

The City of Adams and the Town of Rome are the only municipalities that maintain land information data. It is not currently available on the internet. Adams County would consider adding the Town of Rome 2005 6" resolution photography to the County land records website.

## **II. LAND INFORMATION PLAN**

### **A. Goals and Objectives**

1. State the goals and objectives of the county relating to the horizontal and vertical integration of land information and systems among users of land information in Wisconsin. Include a brief assessment of the internal and external customers' needs and priorities for land information and technology. Identify the timeline for meeting goals and objectives and (where appropriate) your measurement methodology for achieving them by addressing the following questions:

- a. What data or information does the county need that it currently uses or can acquire from other state or local sources?
- b. What data or information does the county need that it does not have and are not easily acquired? What obstacles exist to acquiring this information?
- c. How is or will the county ensure that county-maintained land information is, or can be made available in a standard industry format for use by others?
- d. How is or will the county ensure that the land information it has is geographically referenced for use by others?
- e. How is or will the county ensure currency and continued maintenance of its digital land information?

## Adams County Land Records Modernization Plan 2010

- Goal 1: Enhance the County's Ability to Provide and Distribute Land Information
- Goal 2: Education of County Staff and Citizens
- Goal 3: Maintain Existing GIS Data and Obtain Additional Datasets
- Goal 4: Embrace Current Technology
- Goal 5: Improve Public Safety
- Goal 6: Maintain Historical Land Information and Improve Archiving

### Goal 1: Enhance the County's Ability to Provide and Distribute Land Information

Adams County web sites provide 24/7 access to tax and assessment information, document indexes, and maps. The county also provides standard data sets on request. Offering map (WMS) and feature (WFS) services would improve access to the map and the data. An ArcIMS service is currently available. Changing data formats and improving documentation would improve internal data access. Adams County would like to establish an FTP site for data distribution, but bandwidth constraints prohibit this.

### Goal 2: Education of County Staff and Citizens

Adams County intends to take advantage of educational opportunities for land records-related employees to receive training and education at seminars, vendor sessions, university classes and professional meetings. The County will also encourage department heads to budget for various educational opportunities, including technical training for staff using land records. Adams County will continue to encourage departments to participate in the GIS development process.

### Goal 3: Maintain Existing GIS Data and Obtain Additional Datasets

It is imperative to maintain and improve existing data layers. Significant investments have been made in county data, especially the parcels layer. The zoning layer must be completed and the spatial and attribute accuracy of all data layers can be improved. Improved system maintenance and quality assurance, LiDAR acquisition, review of structure points, driveway locations and development of a recreational trail layer are priorities.

### Goal 4: Embrace Current Technology

Adams County reviews new technology that may assist in creating and delivering land records information both for internal use and for web delivery. The County will also utilize features it has available to address personally identifiable information. The county web map is based on deprecated technology (ESRI ArcIMS) and the County will consider alternatives. The County would like to develop web maps for specific internal applications.

## Adams County Land Records Modernization Plan 2010

### Goal 5: Improve Public Safety

Adams County has recently made significant improvements in public safety uses of land information and intends to continue improving. Emergency dispatchers and patrol cars have access to digital maps that are integrated with the dispatch system.

The high probability of wildfires in Adams County led the WI Department of Natural Resources and the County to obtain structure locations and driveways to accompany the address point layer. These structure locations will also be valuable in the event of a flood or other disaster. Maintenance of this new dataset will be the responsibility of Adams County. Adams County is receiving grant funding from the WI Department of Commerce – Community Development Block Grant- Emergency Assistance Program to obtain LiDAR data to FEMA to update the FIRMs. This data will also be used in future projects. While the County's ultimate goal is the issuance of revised FIRMs by FEMA, the acquisition of LiDAR-derived data is a very significant advance in data quality and availability for Adams County. The County will continue to work with emergency service agencies to provide printed maps and digital products that will help them in their work. The County hopes to offer improved reporting and mapping of incidents that require a response from an emergency service agency.

### Goal 6: Maintain historical land information and improve archiving

Multiple county departments maintain archives that include land information. This includes air photos, maps produced as parts of studies and reports, and associated tabular information. Much of this information exists only in these particular Adams County offices and in hard copy. Making these resources available in an electronic format would allow for their wider use and improve information security by creating a backup copy. Retention requirements for many land records including those located in the Register of Deeds Office require long term secure archiving solutions.

2. Describe how the county's technology platform and environment and database design standards and practices (including metadata and other elements listed below in the "Database Design" section) supports the county's goals and objectives relating to modern and integrated land information and supports the countywide information technology vision, mission, goals and strategies.

The County is working toward integrated system designs in new technology acquisitions and in database design. New software purchases are scrutinized by County GIS and IT staff to ensure that these systems comply with open architecture requirements. The County works with the developers of current database systems to ensure integration with other databases. Efforts have been marginally successful with integrating current systems with other systems.

## Adams County Land Records Modernization Plan 2010

All systems are required to function in the Windows Server environment and each departmental request is being reviewed from a database standpoint to ensure compatibility where applicable. The use of ESRI ArcGIS is recommended for the development of GIS projects specific to a department.

### **B. Progress Report on Ongoing Activities.**

Since the adoption of the last updated plan in 2005, Adams County has achieved one of its major goals. A GIS Technician position was established and supported by the budget process in 2007. In 2009, the position was changed to GIS Specialist/Assistant Land Information Officer to better reflect the duties of the position.

Adams County completed the conversion to an ESRI geodatabase model.

Adams County has also developed a data sharing agreement with the Wisconsin Department of Natural Resources to share a variety of GIS data for use in emergency planning and response, with updates provided annually. The data are used in emergencies so the situation can be better visualized and to assist in damage assessment.

Adams County has improved the land records website with the addition of document recording data, providing consumers with access to indexes and images of documents that have been recorded in the Adams County Register of Deeds Office (ROD). Additional information has been added to the tax parcel information web site including tax payment information, links to the County web map, and links to the ROD document indexes and images.

The Land Information Officer conducted a basic study to identify the records various departments create and maintain and to identify redundancy. A mapped drive on the network file system was dedicated to the publication of various GIS projects. Address data is shared between the tax assessment roll and the 911 system while allowing for each system's unique requirements.

The Land Information Committee was altered to include a broader range of departments and to meet the requirements of Wisconsin Act 314 which includes the addition of a realtor.

The Land Information Officer and GIS Specialist attended various land records seminars. The GIS Specialist also has been working directly with departments to determine their needs.

Adams County adopted a Comprehensive Plan that was developed using data from Adams County land records.

The county is continuing to develop a zoning layer.

## C. New Initiatives

This section contains critical information. It is the basis upon which local units of government can proactively establish prospective arrangements for cooperation, collaboration and confederation of efforts to save money, time, and effort, and avoid duplication of land information. It also defines the obstacles to such efforts so that they can be identified and removed.

Describe major initiatives, if any, the county intends to pursue over this planning horizon. This would include, but not be limited to, automation of land information or systems; new or updated data development; acquisition or development of land information system hardware, software, staff; Internet-based land information systems; mobile or wireless communications systems using land information; support of Wireless 911; delivery of major county programs such as comprehensive planning, emergency response or human services; and regional or intergovernmental initiatives.

1. Proposed Projects. Highlight specific activities that the county proposes to initiate to enable land information to be readily translatable, retrievable, and geographically referenced for use by any level of governmental unit and the public. Identify specific budget information, timeframes, staffing and other pertinent data associated with these initiatives.

Proposed Project 1: Improve and maintain datasets important to public safety. Make the data accessible to emergency services and the public.

Proposed Project 2: Continue land information and technology education of all departments.

Proposed Project 3: Seek revision of FEMA Flood Insurance Rate Maps

Proposed Project 4: Update web map to current technology and provide additional data layers including those required by statutes.

Proposed Project 5: Digitize documents and indexes from county surveyor's office and make them available over the internet.

Proposed Project 6: Catalog, archive and digitize hard copy land information, and catalog and archive historical digital data.

## Adams County Land Records Modernization Plan 2010

### Proposed Project Detail:

#### Proposed Project 1:

Structure points, driveways, recreational trails and boat landings are datasets with great value to public safety agencies. Knowledge of structure locations aids disaster planning, emergency response and damage assessment efforts, especially in case of flood and fire. As noted above, the County recently obtained structure point and driveway datasets. This could be updated by interpretation of aerial imagery and planned building permit tracking system. The county will identify recreational trails and boat landings and provide public access to the data. The County will work to provide access to these datasets in formats most useful to emergency responders.

#### Proposed Project 2: Training on development and use of GIS for departments is needed.

Training can be offered within the county by land information professionals or a consultant when needed. Retained WLIP fees are critical to this effort. Adams County is reviewing methods for data viewing and delivery internally and for the public. This may result in simpler user interfaces that may require less training.

Proposed Project 3: Adams County is receiving a grant from the WI Department of Commerce – Emergency Assistance Program to obtain LiDAR to prompt the issuance of revised FIRM's. Derivative products from LiDAR include contours, a digital elevation model and a triangulation network. WLIP retained fees will assist this effort by providing funds for updated hardware and software to make the most of data derived from this project.

Proposed Project 4: Adams County will review the functionality of and the technology that supports the web map and other land records applications to determine if these are the best products for Adams County. Additional data layers, including zoning, will be made available on the web map. WLIP retained fees are critical to the maintenance of the existing web map and the planned project.

Proposed Project 5: While the process has started to migrate the County Surveyors records from paper to digital, there is still a great need to continue this process and also to include tie sheets, tie sheet maintenance records and other documentation filed in the county surveyor's office in this project. WLIP retained fees and base budget grants are critical to the continuance of this project.

Proposed Project 6: Adams County continues to migrate from paper records. While many recorded documents have been scanned and indexed, there are many records held by the Register of Deeds that have not. The tract index is the highest priority record to be digitized and made electronically accessible. Other documents to be digitized and include subdivision and condominium plats and documents recorded before 1983. Digitizing these records and making them searchable will likely require the purchase of additional software and hardware. WLIP retained fees are critical to this project. Future base budget grants could be designated to this project as well.



## Adams County Land Records Modernization Plan 2010

2. Assistance Requested. Describe any initiatives the county would like the Department of Administration to assist with (such as adoption of policies, standards, coordination, integration efforts, user needs assessments, technical assistance, education, funding). The following questions must be addressed:

a. What is your county's strategy to secure the technical assistance needed to carry out your Land Information plan, including utilization of the land info technical assistance e-mail listserv (doa-landinfo@lists.wi.gov), training opportunities and contractual assistance?

Adams County staff subscribe to the land information technical assistance e-mail listserv. Staff also participate in professional organizations such as the Land Information Officer's Network (LION), the Wisconsin Register of Deeds Association, the Wisconsin Real Property Lister's Association, the Wisconsin Treasurers Association and the Wisconsin Land Information Association. Departmental staff familiar with GIS software will also be sought to assist departments in maintaining their GIS.

Adams County also adheres to framework standards, as applicable, such as those developed by the Wisconsin Land Information Association and is reviewing electronic recording standards as developed by the Property Records Industry Association (PRIA) and the Electronic Recording Council of Wisconsin.

b. What is your county's plan to finance the costs to continue previous investments in land records modernization/integration made in whole or in part with Land Information Program funding?

Adams County participates in the Wisconsin Land Information Program and for the past several years has been eligible to receive base budget funding. Adams County Board of Supervisors has been supportive of land records modernization projects in the past and it is anticipated this will continue. In 2001, a resolution was passed to assist in the completion of the parcel mapping project which began in 1995. This allowed the project to be completed in 5 years rather than the projected 15 years using only retained WLIP funds. The County also provides technical IT support in the development and maintenance of a land records website and updates to the land records programs for various departments. Adams County continues to utilize the additional \$2 recording fee to create and maintain an internet site for land records. This site is continually improved to provide access to current data for customers. Due to the downturn in the economy, the local WLIP funds as well as the state WLIP funds have decreased while costs for developing and maintaining GIS and the methods to deliver data to the consumer has increased. It is critical that WLIP funding continue.

## Adams County Land Records Modernization Plan 2010

c. What is your county's strategy for ensuring access to county land information including publishing through a county website, FTP site, specialized online applications? Adams County maintains a land records website and participates in the Wisconsin Land Information Program which requires that \$2 of each document recorded to be utilized for access to land records on the internet per ss 59.72(5). The county is redesigning the main web page of the land records website to make it more user friendly and to allow access to a subscription website when available.

d. What is your county's plan to participate in a statewide GIS repository when one is made available?

The County plans to participate in the data repository when it is available, but there is concern that the repository licensing and distribution policies may be incompatible with existing County policies. This is a valuable effort and will be a very important resource that the County hopes to support with our participation.

e. How does the county plan to maximize resources by utilizing competitive procurement processes (bid, RFP and justified sole-source) consistent with State of Wisconsin and local procurement rules?

Adams County generally uses quality based selection for procuring a vendor. Occasionally a Request for Qualifications for professional services is used.

3. Problems Encountered. Describe any projects or activities your county would like to undertake that has not been stated above. Please describe obstacles that have prevented your County from proceeding, such as staff, funding, coordination problems, etc. Please be specific.

While Adams County has developed a subscription map viewer, this project is only in the testing phase. Because of lack of staff time, marketing has not been developed to promote this site and administer site access. Adams County is limited in bandwidth, inhibiting internal hosting.

If program funds from the WLIP were not available, Adams County would see a significant reduction of future products as well as a lack of maintenance of current products

### **D. Custodial Responsibilities.**

1. Briefly identify the land information and data themes for which your county has custodial responsibility. (Ensure that these data are accurately recorded in your GIS inventory profile.)

2. Identify the source of your custodial authority: i.e. Wisconsin Statutes, Administrative Rule, Department of Administration Policy, Inter-governmental Agreement, internal policy, etc.

## Adams County Land Records Modernization Plan 2010

3. Identify the land information and data for which your county would like to assume custodial responsibility.
4. Identify the land information and data for which your county will assume custodial responsibility if requested.

### Department:

Register of Deeds: Records deeds, mortgages, plat maps, certified survey maps and other related documents (ss59.43); Indexes and scans aforementioned documents into county imaging system (ss59.43); Maintains a tract index of real property. Established per PLSS (ss59.43); Maintains right-of-way plats and transportation project plats (ss84.095); Drainage District specifications ATCP 48.20(4); Records annexations 66.021(8)(a)

County Treasurer: Maintains tax financial information for all tax parcels (ss59.25); Keeps drainage district payment records (ss88.18); Maintains description and ownership information of all real property parcels (ss70.09) and County Internal Policy); Assigns parcel number to track parcel activity (ss70.09); maintains tax rates and special assessments (ss70.09); oversees county addressing system (County Ordinance 59-2006).

GIS Specialist: Maintains data on behalf of other County Departments that have custodial responsibility; maintains metadata (County policy)

Land and Water Conservation: Creates and maintains Farmland Preservation Plans; Implement agricultural performance standards NR 151. Provides technical assistance for Shoreland Protection Ordinance; Implements duties per ss 92; Creates and maintains non-metallic mining reclamation plan NR 135 (ss 295.13). Administers Stormwater Runoff Ordinance 28-2007; Administers Animal Waste Storage Ordinance 33-1999.

Planning and Zoning: Maintains zoning maps for unincorporated areas or areas under county jurisdiction (59.69); Maintains private sanitary sewer site plans (ss 59.69); Maintains information regarding non-metallic mines (ss 295.13); Shoreland Protection Ordinance maps, Wisconsin River Flood Study maps, FEMA FIRM Letters of Map Amendment, Letters of Map Revision, Drainage District records, Building Permit and land improvement records.

County Surveyor: Maintains files of private survey maps (ss 59.45); Maintains information on PLSS section corners including tie and section summary sheets (ss 59.45)

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Highway: Maintains pavement maintenance records, signage, traffic code, driveway permits, utility easements, tile casing permits (ss 83 )

### Emergency Management:

Through the process of preparedness, response, recovery and mitigation, the Adams County Emergency Management Office assists local units of government and agencies in Adams County to develop plans to deal with emergency situations involving natural disasters (such as tornadoes, floods and fires) accidents (such as chemical spills, train derailments or industrial disasters), terrorist attacks or other events that are a threat to life, property and safety.

Emergency Management develops and promulgates off-site plans for facilities within the County that store hazardous chemicals on their premises. Emergency Management coordinates the Local Emergency Planning Committee (LEPC) meetings to ensure protection of the community from harmful and possible life threatening effects of a hazardous material release. This includes developing plans and procedures for responding to hazardous materials incidents and accidents in compliance with the requirements of Title III and the Superfund Amendments and Reauthorization Act of 1986 (SARA), PL 99-499; and Wis. Stat., Sec. 323, Hazardous Substances Information and Emergency Planning.

### Sheriff's Department:

Master address street guide (MSAG), dispatch records, accident records, crime records, complaint records, traffic citations (ss 59.27)

## **E. Framework Data, System Implementation and Statewide Standards.**

County land information planning is structured around specific criteria often referred to as Foundational Elements which incorporates Framework Data elements as well as areas of technology implementation and institutional cooperation. For some land information data, state, local or de-facto standards exist and may be in use. For each of the following sections:

- Please discuss key progress or initiatives for each framework data or system element listed.
- Please confirm your adherence to related standards or discuss your plan to maintain or achieve compliance with the standards corresponding to each element.
- Please discuss your plan to assume or maintain custodial responsibility (as applicable).
- Please discuss your long-range plan to maintain dataset currency over time as well as archive historical copies of datasets as appropriate.

## **1. Geographic Positioning Reference Frameworks**

Discuss applicable features:

a. Geodetic control and control networks

The WI-DOT Height Modernization Program within the County is complete. WISCORS stations located east of the County encompass a large area of the County. Stations that would be located west of the County should include the balance of the County. The WISCORS network will be used with GPS hardware and software planned to be purchased using WLIP base budget grant funds. Without these funds, the County would not be able to utilize the network as intended.

b. Public Land Survey System remonumentation and records automation

The Adams County Surveyor's Office completed remonumentation of all Public Land Survey Corners in the spring of 1982. All remonumentation met the requirements of applicable statutes and administrative codes. The County has an ongoing Maintenance Program of USPLSS corners. All corners are maintained on a 5 year rotation. Corners in danger of removal or disturbance are maintained on an as needed basis. The County plans to scan tie sheets and make the images available to the public.

The County's digital representation of the PLSS was built on a County base parcel mapping project which began in the mid 1990's. Consequently the PLSS was built from various data sources and datum's including existing coordinates, traverse methods, GPS, highway right of ways. The polygons have attributes for Town, Range, Section, Municipal ID number, Range directional code, and quarter-quarter code. The system employed is built upon the WLIA's Parcel Geo- Locator Standard and is designed to assist with the generation of the number when used in conjunction with the County parcel fabric.

Confirm your adherence to standards where applicable.

- Standards for Public Land Survey System Corners Corner Remonumentation. See
- Sec. 59.74 & 60.84 Wisc. Stats. and Wis. Admin. Code AE 7.08.
- . PLSS Database Definitions <http://www.wlia.org/resources/standard7.pdf>
- National Standard for Spatial Data Accuracy, FGDC-STD-007.3-1998, <http://www.fgdc.gov/standards/projects/FGDC-standards-projects/accuracy/part3/chapter3>

## **2. Orthoimagery and Georeferenced Image Base Data**

Discuss applicable features:

- a. Photogrammetric base maps  
The road centerline and hydrography data layers were derived from the 2005 digital orthophoto.
- b. Digital orthophoto (DOP)  
  
The County acquired 18" black and white imagery as a member of the 2005 Wisconsin Regional Orthophotography Consortium (WROC). The County is participating in the 2010 WROC and is acquiring 12" color imagery. The County uses multiple years of freely available imagery from the USDA National Aerial Imagery Program, made available by the WisconsinView program. No municipalities in Adams County participated in the 2010 WROC to acquire higher resolution imagery, but some did participate with a higher resolution in 2005 WROC.
- c. Digital raster graphic  
The County has two representations of USGS topographic map products (Digital Raster Graphics): a seamless mosaic downloaded from the US Forest Service Natural Resources Conservation Service and the Wisconsin DNR enhanced DRGs. The County plans to use the USGS US Topo series of digital topographic maps when they become available
- d. Satellite imagery  
Adams County does not use satellite imagery.
- e. Oblique aerial imagery  
Adams County does not use oblique aerial imagery.
- f. Historical aerial imagery  
Adams County maintains multiple historical aerial photos on the subscription website. Some air photos are only available in hard copy. They may be scanned and made available in the future.

### **3. Elevation Data Products and Topographic Base Data**

Discuss applicable features:

- a. Digital elevation models (DEM)
- b. Digital terrain models
- c. Triangulated irregular networks (TIN)
- d. Contours
- e. LIDAR data
- f. IFSAR data

The USGS National Elevation Dataset is used as the County's digital elevation model. Ten-foot contours have been derived from the NED DEM. Two-foot contours are available near the Wisconsin River, but have not been digitized. The two-foot contours are found on large format hard copy air photos produced as part of a Wisconsin River flood study completed in 1986.

The County was recently awarded a Community Development Block Grant for LIDAR data acquisition and processing. Acquisition is under contract to take place in spring of 2010 and the classified point cloud and derived products are estimated to be delivered in fall of 2010. Derived products include a fifteen-foot resolution DEM, two-foot contours, and a triangulated irregular network. This will be the first high-accuracy elevation mapping of the entire County and the first elevation mapping effort done under the County's direction.

LIDAR-derived map products will meet ASPRS Class II accuracy standards and FEMA flood hazard mapping standards. The current DEM meets USGS NED program standards. Contours derived from this DEM are considered a low-accuracy reference dataset. Two-foot contours near the Wisconsin River were developed to meet or exceed standards defined in NR 129.

LIDAR-derived data products support an effort to revise Federal Emergency Management Agency Flood Insurance Rate Maps. LIDAR data collection and processing is only possible because of the County's participation in the 2010 Wisconsin Regional Orthophotography Consortium and the availability of federal Community Development Block Grant funds related to the 2008 flooding in central Wisconsin. Elevation data may be updated should funding become available.

LIDAR data management and archiving of will require additional computer hardware.

### **4. Parcel Mapping**

Discuss applicable features:

- a. The preparation of parcel property maps that refer boundaries to the public land survey system and are suitable for use by local governmental units for accurate land

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title boundary line or land survey line information.

b. The preparation of property maps that do not refer boundaries to the public land survey system but are suitable for use by local governmental units for planning purposes.

c. Coordinate system used

d. Parcel ID

Adams County maintains property reference maps suitable for planning. Property maps include all mandatory features for reference maps and many requirements of cadastral maps, as described in the March 1999 WLIA Digital parcel Mapping Data Content Standards. Initial parcel mapping is complete and maintenance is ongoing. Unique parcel numbers are assigned by the County Treasurer's Office.

The County does not use a geo-locator parcel number, described in the December 1995 WLIA Parcel Geo-Locator Standard. The standard was developed for a non-graphical system, and as noted in section 5 of the standard, the County uses a graphical parcel management system that replaces a geo-locator code. A geo-locator number can be generated for each parcel if necessary.

All parcel data is stored in the Adams County Wisconsin Coordinate Reference System, defined in Wisconsin Coordinate Reference Systems, Second Edition, published by the State Cartographer's office in 2009.

Confirm your adherence to standards where applicable.

- FGDC's Cadastral Standards  
<http://www.nationalcad.org/showdoclist.asp?doctype=1&navsrc=Standards>
- The WLIA's Parcel Geo-locator Standard  
<http://www.wlia.org/resources/geoparcels.pdf>
- Local Government standards compliance.
- The WLIA's Digital Parcel Mapping Standard  
<http://www.wlia.org/resources/standard6.pdf>

### **5. Parcel Administration and Assessment Information**

Discuss applicable features:



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- a. The design, development and implementation of a land information system that contains and integrates, at a minimum, property and ownership records with boundary information, including a parcel identifier referenced to the U.S. public land survey.
- b. Activities associated with modernizing the use of parcel level information once created from and in support of parcel maps, for example:

Parcel ID

Tax data

Site Address

Owner Name & Address

Description/current document pertaining to parcel

Database relationships link tabular parcel ID, tax data, site address, owner name and address, brief legal descriptions and document reference numbers with the parcel layer. Data is shared between programs within the Register of Deeds Office and Treasurers Office that provide information for updating the tax/assessment information. This information is also exported to update the web map system.

Document imaging – Adams County utilizes an enterprise document imaging system. Documents are stored in TIFF format with a relationship to the unique document number. In 2001 the Register of Deeds Office began scanning daily recorded documents. In addition, documents that were previously stored in microfiche/microfilm were converted into the document imaging system. The images are “hotlinked” from the document indexing system for quick access from many of the land records indexes.

Real estate transactions-Adams County utilizes a document indexing system for indexing real estate transactions. This system contains features that provide information to various other systems such as assessments for easy input. Adams County also utilizes the Wisconsin Electronic Real Estate Transfer Form- Local Government access site in order to input transaction data for parcels requiring an electronic transfer form. This site also allows historical data research.

Easements and restrictions, including conservation easements – Easements and restrictions are not mapped by the County. Documents referencing easements and restrictions are available in the Register of Deeds office.

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Tax exempt status – Adams County includes parcels that are exempt from property taxes in its parcel layer as well as in the assessment database.

Zip codes (including +4) The County does not actively maintain a graphical or database representation of ZIP Codes, but does use a static representation of ZIP Code areas as part of the 911 dispatch system. The County may use the US Census Bureau ZIP Code Tabulation Areas when they are released after the 2010 Census.

Assessment class - The Wisconsin Department of Revenue assessment classifications are included as a part of the parcel assessment database and are available online.

Public lands – Adams County maintains a database and spatial data regarding public lands and private lands with public access. Each year, a paper map of public access lands is created for sale for the general public.

Liens –Adams County utilizes a tract index which allows for consumers to search for specific liens as they relate to parcels.

Evidence of Title- Because Wisconsin is not a Torrens Registration state, Adams County does not provide certificates for evidence of title. Documents such as deeds are available for viewing and purchase.

Adams County uses a relational database system for parcel administrative duties. The system has the ability to track information by Section, Town, Range and municipality number. Other information fields include ownership and billing information, legal descriptions, valuations, and site address. The County has the ability to export this data to meet most requirements. When integrated with the parcel and PLSS GIS data, this system can generate a WLIB style parcel number.

Confirm your adherence to standards where applicable.

- FGDC's Cadastral Standards  
<http://www.nationalcad.org/showdoclist.asp?doctype=1&navsrc=Standards>
- The WLIB's Digital Parcel Mapping Standard  
<http://www.wlia.org/resources/standard6.pdf>.
- Local government standards compliance.

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### **6. Street/Road Centerlines, Address Ranges and Address Points**

Discuss applicable features:

- a. Transportation network (streets, roads highways, railroads)
- b. Rights of way
- c. Centerlines
- d. Address ranges
- e. Site address database
- f. Address point, structure and/or driveway
- g. Road names
- h. Functional class
- i. Places/Landmarks
- j. Integration with the County's/City Master Street Address Guide (MSAG)
- k. Ability to support emergency planning, routing, response and mapping
- l. Ability to support Wireless 911

Confirm your adherence to standards where applicable.

- Local government compliant.
- US Postal Addressing Standards Publication 28

The County maintains a road centerline data layer originally derived from 2005 orthoimagery. The centerlines include road names and address ranges suitable for accurate geocoding and support the E911 dispatch system. Functional class is not recorded as a GIS data layer attribute.

The County GIS system supports emergency planning, routing, response and mapping. The GIS Specialist has attended emergency preparedness exercises and participates in the regional DNR wildland fire incident management team. A laptop with GIS software and data is dedicated to the support of emergency management and response.

Site addresses are mapped at driveways and are recorded in the tax and assessment database. The WDNR recently completed structure point and driveway datasets that the County will maintain. The address database is loosely integrated with the Master Street Address Guide.

Bike paths, sidewalks and railways are also mapped. Road rights of way are mapped, but are often poorly documented. Multiple categories of named places and landmarks are mapped.

The datasets and systems described above follow County policy and US Postal Service addressing standards.

## **7. Hydrography, Hydrology and Wetlands Mapping**

Discuss applicable features:

- a. Hydrography
- b. Watersheds
- c. Hydrogeology
- d. Impacts on the environment (e.g. groundwater contamination, storm water)
- e. Wetlands mapping activities

Confirm your adherence to standards where applicable.

- Wisc. DNR Wetlands Map (s. 23.32, Wis. Stats.)

The County uses multiple hydrography data sources, including the USGS National Hydrography Dataset, the WDNR 24K Hydrography Geodatabase and a County dataset derived from 2005 orthoimagery. The County uses multiple watershed datasets, including WDNR 24K watersheds and the USDA Natural Resources Conservation Service Watershed Boundary Dataset.

The Adams County University of Wisconsin Extension Agriculture Agent is overseeing an investigation of ground water quality and availability using residential water analysis results compiled by the W DNR and University of Wisconsin - Stevens Point. The GIS Specialist and a high school intern are assisting with the project.

The County Health Department provides free water testing to households considered vulnerable to the affects of nitrates in drinking water. Samples are analyzed for a variety of contaminants by the Wisconsin State Laboratory of Hygiene. The results are compiled by the WDNR and mapped by the Wisconsin Division of Public Health.

The County does not maintain maps of contaminants, wetlands, or hydrogeology, but relies on state, federal and university sources when necessary. Wetlands mapping is not done by the County. The County cooperates with the Army Corps of Engineers, the Natural Resources Conservation Service and the WDNR when questions about wetland status arise.

## **8. Soils Mapping, Land Cover and other Natural Resource Data**

Discuss applicable features:

- a. Soils mapping activities
- b. Land cover
- c. Forests
- d. Geology
- e. Hydrogeology

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- f. Non-metallic mining
- g. Endangered resources
- h. Impacts on the environment (e.g. air emissions; soil contaminants; coastal stability)

The County uses USDA-NRCS soils data. Land cover may be compiled when needed using current orthoimagery and LIDAR data. Forested lands are included in the historic land use datasets. The County uses the WDNR Managed Forest Law / Forest Crop Law and the USGS GAP Analysis Wisconsin Stewardship datasets. The County uses Wisconsin bedrock geology and Adams County Pleistocene Geology published by the Wisconsin Geological and Natural History Survey.

The County plans to map non-metallic mining sites and reclaimed areas. This information will be used with a planned permitting application. Documents for registering non-metallic mining can be recorded in the Register of Deeds Office. The County does not maintain datasets describing endangered resources or impacts on the environment but relies on other state and federal sources for the information when necessary.

### **9. Land Use Mapping**

Discuss applicable features:

- a. Mapping of existing land use.
- b. Mapping of planned land use

Confirm your adherence to standards where applicable.

- Local government compliant

The Adams County Comprehensive Plan was completed and adopted in 2006. The Plan includes various maps including: Existing land use, future land use, soil, wetland, floodplain. Each Town, the City of Adams, the City of Wisconsin Dells and the Village of Friendship are developing their own individual plans. These individual plans were combined into a County-wide Plan. All of the Plans are being developed pursuant to and in compliance with ss 66.1001. The project was funded by the Dept. of Administration (grant) and Adams County. The consultant for the Town and County Comprehensive Plans was the North Central Wisconsin Regional Planning Commission. It is anticipated that each municipality will continue to update their plan as needed and provide the information to the county when requested.

The County uses the WI Department of Revenue Land Use Classification codes in the tax and assessment software and this information is exported for use on the county land records website.

## **10. Zoning Mapping**

Discuss applicable features:

### **a. Zoning Districts**

Nine towns have adopted county zoning. Zoning maps are being developed and updated as rezoning requests are approved. Adams County is in the process of obtaining a permit application program that will link with the county GIS. It is also anticipated that zoning data and/or maps will be available online either through the public access site or through the subscription site.

### **b. Shorelands**

All 17 towns are under the Adams County Shoreland Protection Ordinance. Shoreland zoning maps were originally developed for Adams County around 1969-1970. Sensitive environmental areas were zoned as to be essentially unbuildable. Maps are updated to reflect changes to the Ordinance.

### **c. Floodplains and floodways**

Adams County adopted new Flood Insurance Rate Maps in May of 2008 and is in the process of requesting an update to those maps after completing a planned LiDAR project. FEMA GIS data layers are used in county mapping when necessary.

### **d. Environmental corridors – NA**

### **e. Burial sites**

The Adams County Register of Deeds is currently working with Burial Sites Preservation at the Wisconsin Historical Society to catalog each burial site, single and multiple, so they may be mapped in the future. The Register of Deeds has created a list of burial locations that includes parcel numbers which was incorporated into a dataset recently compiled by Wisconsin North Central Region Planning Commission.

### **f. Archeological sites - NA**

### **g. Historic/cultural sites - NA**

Confirm your adherence to standards where applicable.

- Zoning Mapping Standards (local government compliant)
- DNR Floodplain Zoning NR 115/117

## **11. Election and Administrative Boundary System**

Discuss application features:

a. Election (voting district) boundaries, precincts, wards, supervisory, voting places etc)  
Adams County maintains supervisory districts and wards. Maps showing districts and address points are printed for use on Election Day at local election sites

b. Legislative districts  
Adams County uses state and federal legislative districts as published by the authoritative sources.

c. Utility districts (e.g. water, sanitary, electric, etc.) - NA

d. School districts  
Adams County maintains a school district data layer derived from tax records.

e. Tax incremental financing districts - NA

f. Agency administrative districts and Zip Codes - NA

g. Census geographies:

- Blocks
- Block groups
- Tracts
- Designated places
- Urban areas
- Traffic analysis zones

Adams County uses Census geographies as published by the US Census Bureau.

h. Civil division boundaries (Towns, City, Villages etc)  
Adams County updates civil division boundaries after annexations or other changes are recorded.

i. Public Administered Lands, ie parks, forests etc

A County lands data layer has been produced for departmental use.

j. Native American lands  
Adams County does not currently identify Native American Lands. It is anticipated that there are fewer than 5 parcels in Adams County.

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### k. County boundaries

Adams County uses the statewide county boundary dataset published by WDNR.

### l. State outline

Adams County uses the state outline dataset published by WDNR.

### m. Lake districts

Lake Districts are identified using the tax roll database and mapped by joining that information to the GIS parcel dataset.

Confirm your adherence to standards where applicable.

- Local government compliant

## **12. Critical Infrastructure and Facilities Management**

Discuss applicable features:

- a. Emergency service districts
- b. 911 call center service areas & center locations
- c. Fire/Police Districts
- d. Fire/Police Stations
- e. Hospitals and healthcare facilities
- f. Government facilities
- g. Utilities - not districts (e.g. gas, electric, sanitary, water, phone, telecommunications etc.)
- h. Parks & Recreational Trails (Ice Age/ bicycle/ hiking/ snowmobile/ horseback routing)
- i. Transit systems
- j. Bridges, culverts, traffic road signs
- k. Airports and airfields
- l. Harbors
- m. Boat landings
- n. Hazardous materials sites; LUST (Leaking Underground Storage Tank) etc.
- o. Landfills

First responder, fire, police and EMS districts are maintained to support the Sheriff's Department dispatch system. 911 call center service areas and dispatch center locations are not mapped because all calls from within the County, except for the City of Wisconsin Dells, are dispatched through the Sheriff's Department in the County Courthouse.

The Highway Department maintains a database of bridges, culverts and traffic signs. A data collection system that uses field computers with GPS receivers is being implemented.



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The Emergency Management department had hospitals, government facilities, police stations, fire stations, and airports and airfields mapped as part of the recently adopted All Hazards Mitigation Plan. These datasets will be updated and maintained.

Landfills, including those that are no longer in use, are mapped, as are electric transmission lines and an oil pipeline. Parks, recreational trails and boat landings are also mapped

### **13. Database Design and System Implementation**

Discuss applicable features:

#### **a. Design evaluation**

The County is in the process of redesigning its geodatabase to eliminate redundancy, improve documentation and simplify its organization. The ESRI Land Parcel Data model has been in use but never fully implemented because of its complexity. The County plans to implement parts of the ESRI Local Government data model that suit our needs

The County considers database design issues from an enterprise viewpoint, especially as departments investigate new technologies. Many of these systems overlap in terms of information content so the County is trying to acquire systems that are compatible in as many areas as possible.

#### **b. Project approach**

The County has changed their approach to the acquisition of new system software to make that the new systems are standards compliant, open and can be made to interact with other database systems currently deployed. The County will also work with current legacy system vendors to improve the ability to integrate systems together and with GIS. Changes to the design of the GIS database are being made with County-wide systems integration in mind.

#### **c. Timeline**

In general, timelines are dependent on budget limitations by various departments. These projects require large efforts and the County has only one IT support person. Consequently the County has relied on consultant assistance for many projects.

Two major projects are starting. The Highway department is beginning to use field computers with GPS receivers and cameras to maintain an existing asset management database. The Planning and Zoning department will soon begin to use a permit management system that includes parcel numbers as a key value for integration with other county databases.

#### **d. Metadata policies**

The County has developed FGDC compliant metadata for parcels as per WLIB requirements and intends to complete metadata for other data layers in the near future. Most data layers have some metadata.

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### e. Security/Privacy policies

Adams County Management Information Systems maintains the security of most GIS and Land Records systems. The ArcIMS server is maintained by outside vendor. The county computer network is shielded from outside intrusion by a firewall.

Adams County adheres to the Wisconsin Open Records Law and complies with state statutes for access to restricted records. The county continues to monitor the industry and public concerns related to privacy and data distribution

### f. Implementation and maintenance strategy

Although Adams County has not developed an implementation strategy, the county determines implementation by user need, workflow, business need and costs. The county performs in-house testing by departments who frequently access land records.

### g. Data quality management

Adams County identifies data quality problems through use by various county departments and the public. Errors are reported to the various custodial departments. Error reports are run periodically to identify errors between databases.

### h. Needs assessment

The Adams County Land Information Committee discusses and prioritizes needs. The Committee is made up of county departments that use land records and includes a member of the county board. The Land Information Officer is in contact with land records customers on a daily basis to establish or refine user needs. Land information customers include all departments in Adams County, state and local government and the public. Adams County will follow Wisconsin Act 314 when restructuring this committee.

### i. Data structure and format (e.g. topology)

GIS datasets are stored in an ESRI Personal SDE geodatabase located on the GIS workstation. Exports from this authoritative database are made available to other users on the County network in ESRI file geodatabase and shapefile format. There are known topological errors in the Adams County GIS datasets. The problems are a legacy of the CAD data lineage and low level editing. Topological errors are corrected when they are observed.

### j. GIS data models (database & workflows)

Datasets related to land parcels follow elements of the ESRI land parcel data model. Data layers that support the Sheriff's dispatch system are determined by the requirements of the dispatch software. Workflows that support the Sheriff's dispatch system are well documented but documentation of other workflows is scant.

### k. Data dictionary

The County has a list of all data layers stored in the primary geodatabase that includes schema and metadata information. However, metadata is minimal for many of the data layers.

### l. Coding schema - NA

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### m. Transaction management

Adams County relies on underlying database implementations of transaction management. Microsoft SQL Server is used in land records applications.

### n. Organizational information flows

Documents that create land information are recorded in the Adams County Register of Deeds Office. This data is made available to any department that requests to be included on the land records management systems through public access terminals and available online. Certain data fields are also shared between departments. It is anticipated that Adams County will review future land records management software to improve organizational workflow.

### o. Data Conversion

GIS data format conversion is performed when necessary. Many formats are supported. Data can be extracted from tabular databases in a variety of formats

### p. Ability to integrate with other databases and information systems (vertical and horizontal)

The tax roll, GIS, and document databases are well integrated. Key columns are maintained across the databases and joins can be performed when necessary. Databases maintained by single county departments (Highway, Solid Waste, etc.) are less well integrated with the primary land records databases. As these department-specific databases are developed or changed, managers are encouraged to identify and maintain key columns that allow joins to land records data.

Confirm your adherence to standards where applicable.

- GIS Data Exchange Between Wisconsin Public Agencies, WLIA, 1996
- <http://www.wlia.org/resources/standard5.pdf>

## F. Public Access

Discuss applicable features:

### a. Use of technology to facilitate efficient access (e.g. Internet, query systems, DVD/CD).

Adams County has several on-site public access terminals available to the public for searching land information databases. These terminals are located in the Register of Deeds Office. The County also maintains an internet site for remote access to property records and a web map. It is anticipated that a web map with additional features will be available by subscription in the near future. Many departments offer access to hard copy records.

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b. Use of 3rd party technology for access (e.g., GIO Repository, Google, offsite hosting, The County hopes to participate in the GIO Repository when it is available (see above). Third party hosting is used for the real estate document, tax and assessment, and GIS public websites.

c. Data sharing policies (copyright, licensing, fees etc).

Adams County has developed a standard licensing agreement. Adams County will not process orders for licensed data until receipt of the signed license agreement and payment of fees. The county has established a base fee structure (attached). Adams County also utilizes a data share agreement when appropriate.

d. Open access to data in existing format.

Adams County adheres to the Wisconsin Open Records Law for access to land records. Data is made available in its existing format unless negotiated under a separate agreement to adequately compensate the county for customized services

e. Subscription-based or public-facing web services. – rechecking this for wording

The County offers public-facing land records web sites providing real estate documents, tax and assessment information, and a map viewer. A subscription map viewer is under development.

f. Optional production of customized data on cost-recovery or other basis.

The county produces customized data and follows a base fee structure, plus labor costs.

g. Internet accessibility (ADA compliance, security)

Adams County would be better served by implementing software design that improves access for people of all abilities. Adams County is also planning for compliance with Wisconsin Act 314 to redact any possible social security numbers that may be viewable on the internet.

h. System security.

Adams County Management Information Systems maintains the security and back-up systems for all GIS and Land Records servers maintained by Adams County. Outside access to the county computer network is shielded from outside intrusion by firewall. Because the land records website is a duplication of the county land records system, users are not accessing a live database. The website is considered an additional backup if the in house systems are not available.

i. Privacy policies.

Adams County adheres to the Wisconsin Open Records Law and complies with state statutes regarding the same. The county monitors state and federal legislation regarding privacy and distribution of data. Adams County will adhere to Wisconsin Act 314 which requires social security numbers to not be viewable for documents online.

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j. Use of \$2 fee designated for land information and housing data Sec. 59.72 (5)(b)3.

Adams County uses these funds to support the continued development and maintenance of land records websites.

Confirm your adherence to standards where applicable.

- GIS Data Exchange Between Wisconsin Public Agencies, WLIA, 1996
- <http://www.wlia.org/resources/standard5.pdf>
- State Open Records Law and federal Freedom of Information Act

## G. Integration and Cooperation

Wisconsin Administrative Code, Chapter Adm. 47 defines integration as the coordination of land records modernization to ensure that land information can be shared, distributed and used within and between government at all levels, the private sector and citizens. Cooperation is defined as the explicit relationships within and between public agencies, and between public entities and private entities to share land information or collaboratively pursue land records modernization. These cooperative relationships may be formal or informal, a single instance of exchange or an ongoing association.

Please describe the following:

a. Formal data sharing agreements (memorandums of understanding, etc.)

Adams County has several formal data sharing agreements in place including one with the Wisconsin Rapids DNR unit for data to use in emergency planning and response. In exchange, the DNR exports data of the affected area for spreadsheets and forms to be used for damage assessments.

b. Formal or informal data maintenance agreements between departments/agencies.

The GIS Department maintains data layers for several departments. No formal agreement exists, but the Adams County Land Information Committee has adopted a "Best Practices" document regarding data development and maintenance.

c. Cooperative arrangements (e.g. agencies; libraries; schools; RPCs; utilities; privates).

None, though the County would be open to such agreements.

d. Consortia (e.g. inter-county, regional).

Adams County participates in the Wisconsin Regional Orthophotography Consortium (WROC). WROC aids the acquisition of high quality and cost effective remote sensing products. Without WROC, acquisition of these products would be much more expensive and require much more staff time. The County is pursuing reciprocal, ongoing data sharing agreements with bordering counties, primarily for use in emergency planning and response.

## Adams County Land Records Modernization Plan 2010

e. Collaborative arrangements (e.g. sharing of: local/state staff and budgets; technical assistance; peer review; collegial plan preparation; common help desk; bartering and mentoring etc.)

Adams County GIS utilizes high school student interns for the benefit of both the county and the students. We will continue to review such internship opportunities. Adams County also participates in the Central Wisconsin GIS User Group to learn of opportunities in neighboring communities and counties.

f. Statutory relationships among counties and state agencies.

1. What integrative/cooperative relationships would your county like to develop?
2. What potential partners and mutual projects does your county plan to pursue?
3. What data would be shared and used in both of the above?
4. How does your county allow for participation and coordinate funding allocations so that all departments benefit from the land information program?

At regular monthly meetings during roundtable discussion, department heads are provided with information regarding the availability of services of the GIS Specialist and the Land Information Officer. In addition, the GIS Specialist and the Land Information Officer offer a presentation to the county board of supervisors at a monthly board meeting. Projects for various departments are reviewed to determine if data has already been developed, how existing data can be used in a project, or if new data must be developed to meet departmental needs.

Funding from the land information program has provided technical support to departments that use land records. This allows departments to seek specialized software that meets their needs, and for standard GIS project implementations.

5. How does your county allow for participation so that municipalities and other agencies in the region benefit from the land information program?

Very few municipalities in Adams County maintain websites, but those that do have been made aware of the Adams County Land Records website so that they can refer their users to the County resource. Municipalities, utilities and businesses have been invited to participate in the Wisconsin Regional Orthophotography Consortium.

Training on GIS is provided when requested.

The Land information Officer participates in the Adams County Towns Association meetings and informs municipalities of County projects. This communication makes them aware of available resources that are when they are preparing for municipal projects.

## H. Communication, Education, Training and Facilitated Technical Assistance

Discuss applicable features:

a. Documentation of county data, models and processes.

Documentation is scant for most GIS processes, except those related to the emergency dispatch system. GIS data models are documented, but metadata is minimal for many data

## Adams County Land Records Modernization Plan 2010

layers. Tax and assessment information and Document Indexing data is stored in a database with a proprietary and poorly documented data model.

b. Resources available.

Training in the use of GIS and other land records access systems is available to County staff on an as-needed basis. Users of public access terminals are provided with written instructions and with personal assistance when necessary. Documents and presentations are being developed by the GIS Specialist to provide County staff with GIS and GPS training.

c. Identification of customer needs.

Frequent users of land information are invited to participate in evaluating needs. Users are also valuable in assisting with verification review of image and index data. Adams County will be reviewing the makeup of the land information committee to comply with Wisconsin Act 314.

d. Coordination of education/training with agencies, associations and educational institutions.  
None at this time

e. Use of technology to facilitate education and training.

There is no formal development of education and training at this time. Online help is provided for the land records web mapping sites. Internet resources, including web casts, blogs, and digital publications are frequently used sources of education and training.

f. Use of, or plan to participate in, clearinghouse/repository and land information technical assistance listserv.

Adams County participates in the land information technical assistance listserv. The County hopes to participate in the state data repository.

g. Use of land information officer education and training funds.

Adams County uses education and training funds to attend seminars and workshops offered by organizations such as the Wisconsin Land Information Association.

Confirm your adherence to standards where applicable.

### **I. Administrative Standards Not Associated With Foundational Elements**

Plans represent an agreement between the county and the Wisconsin Department of Administration (DOA). This agreement is intended to effectuate the objectives of the Program as embodied in the enabling legislation. In order for a plan to be acceptable to the DOA, the DOA and the county agree and consent as follows below. If applicable, discuss any plans, problems, issues, or concerns relative to these agreements.

## Adams County Land Records Modernization Plan 2010

1. The county agrees to observe and follow the statutes relating to the Wisconsin Land Information Program and other relevant statutes.
  2. The county agrees to permit the Wisconsin Department of Administration access to books, records and projects for inspection and audit.
  3. The county agrees to complete the GIS Inventory Survey (survey required annually by WLIP).
- Adams County would like the reporting requirements of Wisconsin Act 314 to be included in the Wisconsin GIS Inventory Survey
4. The county agrees to update the plan every 5 years and in the interim if the plan should change.
  5. Development and implementation of an acceptable plan confers certain benefits on local government within a county, including continued eligibility for Program funding. A peer review process will be used to assess plan acceptability by the land information community.

### APPENDICIS:

- A) Data Fees
- B) License Agreement
- C) Data Sharing Agreement



# DATA REQUEST FORM—DIGITAL DATA

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Daytime Phone No: \_\_\_\_\_  
 Company or Organization: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

**\*PREPAYMENT IS REQUIRED**

**\*Signed License Agreement Required with Order**

\*Allow two weeks for completion of data request, dependant on staff availability.

Date desired: \_\_\_\_\_

All Geographical Digital Data is provided in the ESRI 9.1 Geodatabase format. Format conversions are the responsibility of the data requestor. Prices for all digital datasets are listed below. If item requested is not on the list, it is considered a special request and will be charged at the custom product rate of \$40 per half hour work, with a minimum of charge of \$40, plus the cost of materials, and shipping. Please contact the Land Information Officer, Jodi Helgeson ([jhelgeson@co.adams.wi.us](mailto:jhelgeson@co.adams.wi.us), 608-339-4206) or Tyler Grosshuesch ([tyler.grosshuesch@co.adams.wi.us](mailto:tyler.grosshuesch@co.adams.wi.us), 608-339-4546), about the availability of customizable products. Property Assessment Data should be ordered directly from the Real Property Lister, Sue Theisen ([stheisen@co.adams.wi.us](mailto:stheisen@co.adams.wi.us) 608-339-4525).

Geographic Data Set	Feature Class/Layer	Type	Source	Order/Cost
Complete GDB	Parcels & Map Annotation, Address Points, Road Centerlines (Geocoded) & ROW, PLSS & MCD Boundaries	Polygon, Line, Point	Adams County LIO	Countywide (\$850) <input type="checkbox"/>
	Land Use, Natural Features (Wetlands, Watersheds, etc.), Miscellaneous Features (School Districts, etc.)	Polygon, Line, Point	NCWRPC	Included w/complete GDB
	Soils	Polygon	NRCS	Included w/complete GDB
Individual Layers	Parcels	Polygon	Adams County LIO	Countywide (\$600) <input type="checkbox"/> MCD (\$100) <input type="checkbox"/>
	Address Points	Point	Adams County LIO	Countywide (\$200) <input type="checkbox"/> MCD (\$50) <input type="checkbox"/>
	Road Centerlines (Geocoded)	Line	Adams County LIO	Countywide (\$200) <input type="checkbox"/>
1992 Orthophotos	3' black & white	MrSID	National Aerial Photography Program	Countywide (\$50) <input type="checkbox"/>
2005 Orthophotos	18" black & white	MrSID	Ayres Associates	Countywide (\$750) <input type="checkbox"/> MCD (\$50) <input type="checkbox"/>

Product(s) Total \$ \_\_\_\_\_  
 Shipping per order (If Necessary) - \$5.00  
 Sales Tax (5.5%)\$ \_\_\_\_\_  
**ORDER TOTAL (Product Total + Shipping) \$ \_\_\_\_\_**

Return Order Form and Payment to: Jodi Helgeson  
 Adams County Land Information Officer  
 PO Box 219  
 Friendship WI 53934

Revised 10-09

## License Agreement for Adams County Wisconsin Digital Geographic Data Sets

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Date: \_\_\_\_\_

Licensee: \_\_\_\_\_ By: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Data Requested: \_\_\_\_\_

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Date: \_\_\_\_\_

Licensee: \_\_\_\_\_ By: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Data Requested: \_\_\_\_\_

# DATA REQUEST FORM—DIGITAL DATA

pg 1 of 3  
Modernization plan  
2011

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Name: \_\_\_\_\_ Daytime Phone No: \_\_\_\_\_  
Company or Organization: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

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**\*Signed License Agreement Required with Order**

**\*Allow two weeks for completion of data request, dependant on staff availability.**

Date desired: \_\_\_\_\_

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	Land Use, Natural Features (Wetlands, Watersheds, etc.), Miscellaneous Features (School Districts, etc.)	Polygon, Line, Point	NCWRPC	Included w/complete GDB
	Soils	Polygon	NRCS	Included w/complete GDB
Individual Layers	Parcels	Polygon	Adams County LIO	Countywide (\$600) <input type="checkbox"/> MCD (\$100) <input type="checkbox"/>
	Address Points	Point	Adams County LIO	Countywide (\$200) <input type="checkbox"/> MCD (\$50) <input type="checkbox"/>
	Road Centerlines (Geocoded)	Line	Adams County LIO	Countywide (\$200) <input type="checkbox"/>
1992 Orthophotos	3' black & white	MrSID	National Aerial Photography Program	Countywide (\$50) <input type="checkbox"/>
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Product(s) Total \$ \_\_\_\_\_  
Shipping per order (If Necessary) - \$5.00  
Sales Tax (5.5%)\$ \_\_\_\_\_  
**ORDER TOTAL (Product Total + Shipping) \$ \_\_\_\_\_**

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Adams County Land Information Officer  
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Friendship WI 53934

Revised 10-09

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2011

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Date: \_\_\_\_\_

Licensee: \_\_\_\_\_ By: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Data Requested: \_\_\_\_\_

## Data Share Agreement for Adams County Digital Geographic Data Sets

pg 3 of 3  
Modernization plan

2011

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Date: \_\_\_\_\_

Licensee: \_\_\_\_\_ By: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Data Requested: \_\_\_\_\_

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## County Clerk



Ad Hoc Rules Committee Minutes  
3:00 p.m., A160, June 22, 2011

Meeting was called to order by Chairman, Allen at 3:00 p.m. Present were Jack Allen, Joe Stuchlak, Bill Miller and Bev Ward. Excused, John West. Also present was Cindy Phillippi and Trena Larson.

The meeting was properly noticed. Motioned by Stuchlak/Ward to approve the Agenda. Motion carried by unanimous voice vote.

Motioned made by Stuchlak/Ward to approve May 12, 2011 minutes. Motion carried by unanimous voice vote.

Page 62, Section 14, 14.01 Strike "~~under the Home of the Administrative Coordinator/Director of Finance~~" and insert "with approval by the Administrative & Finance Committee".

Page 64, section c., line 23- strike "all" and insert "monthly"  
Page 64, section c., line 12 strike "committee approval"

Page 65, section 18, line 12, strike "special"; insert Friday

Page 65, section 18, line 12 insert, "All vouchers forms will contain vendor number, account number, and amount of payment, supporting documentation attached.

Page 65, section 18, 18.01, line 14, strike "special"; insert Friday.

Page 46, section 10, 10.01, line 49-behind --serious health conditions of an immediate family member. Insert "In an event of an employee's death, the beneficiary may apply for catastrophic leave".

Page 19, section 11.06, lines 21-26, strike, **11.06 Screening & Interviews.** ~~The proper screening of Volunteers serves a dual purpose. It ensures that the Volunteer has the necessary skills to carry out the responsibilities of the position, and that the responsibilities of the position fit the interests of the Volunteer. Interviews are required as it provides the opportunity to gather information about interest, skills, and experience of the Volunteer. Screening and interviews shall be the responsibility of the Department Head or designee.~~

Page 19, section 11.07, lines 45-48, strike A. Letter of Thanks. A brief letter of thanks to the Volunteer issued by the Department Head is encouraged.

B. Formal Recognition. Formal recognition and appreciation events sponsored by the Department are encouraged.

Insert "Each year in December, the Personnel Director will draft a resolution, submit it to the Executive Committee for approval recognizing all volunteers for their service the expiring year, to be forwarded to the County Board in January".

Page 31, line 26, insert as section 3.03, "If an employee cannot punch his/her card, then the time may be written in and initialed by his/her department head. However, employees will not punch time cards for other employees. Employees punching for other employees will first be given a warning. A second offense will result in termination. If, by accident, an employee

punches another employee's card, then the mistake must be initialed and approved by the department head".

The remainder of the section numbers will be updated.

The committee discussed page 11, section 2.09, recommending inserting a "D." LTE's, once hired through the official hiring process may be used in subsequent years. The committee will revisit this section next meeting.

Page 86, section 5, 5.02, lines 50 & 51, strike, ~~Personal use of a County vehicle is prohibited. All employees should be aware that the County's liability for operation of its vehicle covers authorized County business only.~~ Insert "Employees are not permitted to use County vehicles for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an Automatic Teller Machine (ATM) or financial institution, urgent care or emergency room or a gas station or convenience store."

Page 68, section 21, 21.04 lines 46 & 47, strike, ~~21.04~~ ~~Personal cell phones should be on mute, vibrate or silenced during work hours and could be used in emergency cases.~~ Section 8 of the policy was reviewed/forwarded by the Administrative and Finance Committee.

**SECTION 1** - 1.01 Purpose. ~~The policy is intended to serve as a basic guide to proper financial and accounting procedures. Any department policies shall be adopted in accordance with this policy.~~

~~The purpose of this policy is to:~~

- ~~A. Provide Adams County with a tool to improve the financial management of County programs and services;~~
- ~~B. Standardize fiscal procedures and practices where appropriate;~~
- ~~C. Provide minimum fiscal management requirements;~~
- ~~D. Serve as a training guide to employees; and~~
- ~~E. Provide a current, comprehensive, and thorough written documentation of the procedures.~~

~~**1.02 Questions.** Questions will arise regarding materials that appear in the budgeting and accounting policies. If the questions cannot be answered within the policy itself, the questions should be brought to the attention of the County Administrative Coordinator/Director of Finance or the assigned designee.~~

**SECTION 2** - 2.01 Purpose. ~~The purpose of this section is to introduce the user to Basic accounting concepts and principles as they relate to governmental accounting in general~~ **shall be followed by all departments** ~~and to Adams County in particular. Adams County is independently audited each year. and as such, is required to follow generally accepted accounting principles, which are discussed briefly in this section. For a more detailed discussion of generally accepted accounting principles, refer to the publication GOVERNMENTAL ACCOUNTING, AUDITING AND FINANCIAL REPORTING (GAAFR), which can be obtained from the County Administrative Coordinator/Director of Finance or the assigned designee.~~ **The County is wholly responsible for the receipt and expenditure of all funds regardless of revenue source (i.e. federal, state, tax levy, donations, grants, etc.).**

**2.02 Fund Accounting.** ~~One of the integral parts of governmental accounting is the use of funds to account for its activities. Adams County utilizes fund accounting. A fund is defined as "An independent fiscal and accounting entity with a self balancing set of accounts recording~~

cash and other financial resources, together with all related liabilities and residual equities, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations, restrictions or limitations”.

**2.03 Types of Funds.** The following is a description of each major category of funds or account groups used in Adams County.

**A. Governmental Funds:**

1. **General Fund.** ~~(100)~~ The general fund is the fund established to Accounts for resources devoted to financing the general services, ~~which the governmental unit performs for its citizens.~~ This includes such things as general administration, protection of life, property and similar broad services. The general fund is used to account for all financial transactions not properly accounted for in another fund, and is primarily funded by county tax levy.
2. **Special Revenue Fund.** ~~(200)~~ Special revenue funds are used to Accounts for the proceeds of specific revenues sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. ~~This includes Health & Human Services, and Library.~~
3. **Debt Service Fund.** ~~(300)~~ The debt service fund is used to Accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.
4. **Capital Projects Fund.** ~~(400)~~ The Capital projects fund is used to Accounts for financial resources to be used for the acquisitions or construction of major capital facilities (other than those financed by proprietary funds or special revenue funds).

**B. Proprietary Funds.**

1. **Enterprise Fund.** ~~(600-700)~~ The enterprise fund is used to account for operations:
  - a. That are financed and operated in a manner similar to private business enterprises where the intent of the County is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or
  - b. Where the County has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance , public policy, management control, accountability or other purposes. ~~County enterprise fund includes Solid Waste.~~
2. **Internal Service Fund.** ~~The internal service fund is used to~~ Accounts for the financing of goods or services provided by one department to other departments of the County, or to other governmental entities on a cost reimbursement basis. ~~County internal service funds include Highway.~~
3. GASB 34 Rules may require alternate classification for certain reports from governmental accounting standards.

**C. Fiduciary Funds.**

1. **Trust and Agency Funds.** ~~Trust and agency funds are used to~~ Accounts for assets held by the County in a fiduciary capacity as trustee, custodian or agent for individuals, other governmental units and non-public organizations.

#### **D. Fixed Assets and Long-term Liabilities Account Groups.**

1. **Fixed Assets.** Fixed assets are accounted for in individual funds using object codes in the 900 range. (Account codes #18300 – 18890) All fixed assets are valued at historical cost, or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

Effective 01/01/2003 GASB 34 requires governmental entities to report all capital assets, including infrastructure, in the government-wide statement of net assets and will also require the reporting of depreciation expense.

2. **Long-term Liabilities.** Long-term liabilities of Adams County are not records in the general ledger and are only reported in the notes section of the annual audit financial report.

**SECTION 3 - 3.01 Purpose.** ~~The purpose of this section is to outline and explain the various accounting policies utilized by Adams County. These policies define the methods of presenting financial information in the County.~~

**3.02 Appropriation and Revenue Control Policy.** Department Heads are responsible for their respective departments' expenditures and revenues in comparison to the budget. The Administrative Coordinator/Director of Finance will report monthly to the Administrative & Finance Committee all deviations from budgeted line items. The Administrative Coordinator/Director of Finance shall approve over expenditures in expense lines, and shall be notified of any unrealized revenues and report to the Administrative Coordinator/Director of Finance. Finance Committee. Budget reviews are used to control appropriations. They are also used to monitor that revenues of the County are realized in a timely manner in accordance with budget expectations.

**3.03 Timing of Review.** ~~A comparison of the budget to actual expenditures is conducted both on a monthly basis and at year end.~~

**3.04 Method of Performing Review.** Actual accounting expenditures and revenues are compared to the planned budget level to determine problem areas. ~~If actual appropriations are exceeded and/or actual revenues are significantly below budgeted levels, a problem exists and the Department Head is required to inform the Administrative Coordinator/Director of Finance by preparing a written corrective plan to resolve or alleviate the problem.~~ The Administrative Coordinator/Director of Finance shall approve the corrective plan and forward it to the Home and Administrative & Finance Committees.

**3.05 Level of Appropriation Control.** ~~Appropriations are controlled in the departments' budgets at the account level. The Administrative Coordinator/Director of Finance shall be responsible for monitoring departmental expenditures and revenues compared to budget expectations on a monthly basis. All financial and budget concerns should be brought to the attention of the Administrative & Finance Committee on a monthly basis.~~

**SECTION 4 - 4.01 Budget.** The budget is a legal document used to monitor financial resources establishing the upper limit on spending as well as and the amount of projected anticipated revenue to be realized, in a given year. ~~Adams County Board adopts its budget at the department level; however the budget is developed and maintained at the line item level.~~

It establishes the amount of taxes to be levied and apportioned to municipalities and represents the financial plan for operating. The County Board adopts the budget annually in November.

~~4.02~~ The budget is the primary tool for local government to monitor its financial resources. When the budget is adopted it represents the financial plan for operating the government in the coming year; contained in the budget are decisions regarding its operation.

~~4.03~~ The major difference between a government and a business budget is the governmental budget is adopted by a majority of the County Board and therefore, budgetary control is essential. The adopted budget sets both revenues and appropriation levels along with the amount of taxes that are to be levied in the County and apportioned to its municipalities.

~~4.04~~ Home Committee and the Administrative & Finance Committees review budgets before forwarding the recommended budget to the County Board of Supervisors. The County Board considers the Administrative & Finance Committee's proposed budget and adopts a budget in November of each year.

#### **4.05 Budget Procedures.**

- A. Departments shall notify the MIS Director of all technology requests within the deadline established by the MIS Department. Any requests over \$5,000 will require at a minimum, a meeting with the Department Head, MIS Director, and Administrative Coordinator/ Director of Finance.
- B. Each department will receive a budget packet containing budget instructions, budget worksheets and special forms as requested determined by the Administrative & Finance Committee for completion.
- C. Upon completion of the budget packet the information is returned to the Administrative Coordinator/ Director of Finance, office or the assigned designee, for data entry.
- D. After data entry is complete budget packets are returned to departments for Home Committee approval.
- E. ~~The Administrative Coordinator/ Director of Finance, or the assigned designee, will notify each department when scheduled for Administrative & Finance Committee review.~~
- F. The Administrative & Finance Committee reviews each department's proposed budget, with the Department Head and makes any necessary revisions. The committee chairperson may be present, and makes any necessary revisions. if they desire.
- G. Upon completion of all departments' proposed budgets, the Administrative & Finance Committee determines recommends the proposed tax levy and mill rate.
- H. The Administrative & Finance Committee submits the County Budget to the County Board of Supervisors for adoption.
- I. ~~Throughout the year, any purchase on non-budgeted equipment over \$1,000 requires PRIOR Home and Administrative & Finance Committees' approval and shall be forwarded to the Administrative Coordinator/Director of Finance. These requests should be presented by the Department Head.~~

**SECTION 5 - 5.01 Purpose.** To have a plan of organization under which employees' duties are so arranged and recorded, and procedures are designated as to make it possible to exercise effective accounting control over assets, liabilities, revenues and expenditures. To

the greatest extent possible as staffing permits, work of employees is subdivided so that no single employee performs a complete cycle of operations. Moreover, under such a system, the procedures to be followed are documented and require proper authorizations by designated officials for all actions to be taken.

**5.02 Procedures.** Each Department shall develop an organizational chart clearly defining lines of authority and responsibility.

- A. To the greatest extent possible, all financial and accounting responsibilities must be segregated, so that no one individual has complete authority over an entire transaction.
- B. Official accounting reports must be prepared or checked by persons other than those responsible for operations for which the report is prepared.
- C. Each department shall review monthly Skyward financial reports to monitor revenues and expenditures in comparison to the adopted budget.
- D. End of month financial reports shall be distributed to the departments by the 5<sup>th</sup> business day of each month. Each department shall reconcile monthly revenues, expenditures, and balance sheet accounts to the financial reports provided by the Administrative Coordinator/Director of Finance Office by the 18<sup>th</sup> day of the month. Any discrepancies found in the financial reports shall be brought to the attention of the Administrative Coordinator/ Director of Finance promptly.
- E. No departmental bank accounts may be established without prior authorization by the Administrative Coordinator/Director of Finance and the Administrative & Finance Committee. All such accounts shall follow County policies. Each Department shall reconcile department bank accounts monthly. A copy of the reconciliations shall be forwarded to the Administrative Coordinator/Director of Finance Office at the end of each quarter with a summary report presented to the Administrative & Finance Committee. Periodic review of bank accounts may be requested by the Administrative and Finance Committee.
- F. The Administrative & Finance Committee will review all departments' revenues and expenditures, on a rotational basis, to monitor activity in comparison to the budget.
- G. The Administrative Coordinator/Director of Finance will audit vouchers weekly and review departments' revenues and expenditures on a monthly basis, all concerns will be brought to the attention of the Department Head., Home Committee Chair and the Administrative & Finance Committee, with a summary report to Administrative & Finance Committee.
- H. All financial records requests will be provided for in accordance with the Adams County Public Records Policy.
- I. The duties of internal auditor for Adams County is conferred to the Administrative Coordinator/Director of Finance in the adopted job description (9-25-07 County Board Meeting), pursuant to §59.47(2), Wisconsin Stats.
- J. End of month financial reports shall be distributed to the departments by the 5<sup>th</sup> business day of each month.
- K. Throughout the year, any purchase on non-budgeted equipment over \$1,000 requires **PRIOR** Home and Administrative & Finance Committees' approval and shall be forwarded to the Administrative Coordinator/Director of Finance. These requests should be presented by the Department Head.

**SECTION 6 - 6.01 Purpose.** The chart of accounts is a systematically arranged list of accounts applicable to an accounting system giving account names and numbers. Adams County's accounting system consists of three ledgers (general, revenue and expenditures). The account numbers for accounting and their specific use is explained below:

#### ADAMS COUNTY'S ACCOUNT STRUCTURE

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	FUND	DEPT	ACCOUNT	OBJECT	PROJECT
	XXX	XX	XXXXX	XXX	XXX
• FUND	General Fund				100
XXX	Special Revenue Funds				210, 240, 400 500, & 600
LEVEL 1	Debt Service				300
	Internal Service Fund				700
	Enterprise Fund				600
• DEPT assigned	USED FOR: Each Department or sub-unit of County Government is				
XX	a Department code to see the total budget for that Department or				
LEVEL 2	sub-unit. All account codes for the Department are then totaled to determine the Department activity.				
• ACCOUNT	Assets				1XXXX
XXXXX	Liabilities				2XXXX
LEVEL 3	Fund Balance				3XXXX
	Revenues				4XXXX
	Expenditures				5XXXX
	Example: General Fund. Sheriff. Law Administration 100.18.52000				
• OBJECT	USED FOR: Expenditures to provide account detail and classify expenditures XXX by the types of goods and services purchased, such as:				
LEVEL 4					
	OBJECT			NUMBER	
	WAGES			100 199	
	BENEFITS			200 299	
	OPERATIONS			300 799	
	CAPITAL OUTLAYS			800 988	
	CARRYOVERS			999	
• PROJECT	USED FOR: Providing additional detail to identify transaction of specific projects or programs. Allows departments to summarize data needed to prepare				
XXX	LEVEL 5 grant financial statements required by state and/or federal agencies.				
	Example: Health & Human Services Fund. Youth Services. Substitute Care:				
	Other Purchased Services. Foster Care 240 E 28 54505 350 323				

#### Delineated Account Structure

FUND	DEPT	ACCOUNT	OBJECT	PROJECT
100 E	01	51630	999	123

E = Expense

Expenditures 5XXXX

OBJECT Provides account detail and classifies expenditures by the types of goods and services purchased.

PROJECT Provides additional detail to identify transaction of specific projects.

FUND	DEPT	ACCOUNT	OBJECT	PROJECT
100 R	23	46120	(only used as necessary)	

R = Revenues

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Revenues 4XXXX

Balance Sheet Accounts:

FUND ACCOUNT

Account xxxxx

Assets 1XXXX 100 A 11100

Liabilities 2XXXX 100 L 21010

Fund Balance 3XXXX 100 Q 34300

**6.02 Chart of Account Maintenance.** The Administrative Coordinator Director of Finance Office shall maintain the chart of accounts. Changes to accounts require submission of the appropriate form (s) as established by the Administrative and Finance Committee. When a new account number or maintenance to an existing account number is needed (i.e. activate an inactive account or inactivate an active account), the Element and Account Number Maintenance Form should be completed and submitted to the Administrative Coordinator/Director of Finance, or the assigned designee. The Administrative Coordinator/Director of Finance shall be notified when new elements (i.e. accounts, objects or projects) are needed using the above mentioned form. Only the Administrative Coordinator/Director of Finance, or the assigned designee, shall complete chart of account maintenance.

**8.07 Inventory Systems.** All inventory systems are to be updated annually for any additions or removals. Inventory Forms should be submitted to the Administrative Coordinator/Director of Finance at time of event. Any asset being disposed of should have the removed tag taped to the Form. Tags generally are not removable. The tag number should be noticed on the form and scratched off of the item.

**9.02 Procedures.** All journal entries must be prepared on the Journal Entry Form obtained from the Administrative Coordinator/Director of Finance Office. The Journal Entry Form may be obtained from the Administrative Coordinator/ Director of Finance Office.

**9.03** If a journal entry is made to pay another Department for a service, It is the responsibility of the Department receiving the service to prepare the journal entry. The form is to be complete, balanced (debits = credits), and when submitted no later than the 3<sup>rd</sup> business day of the following month in which the journal entry applies. Journal entries received after the 3<sup>rd</sup> business day will be posted in the following month and will not be reflected on the department monthly financial report, with the following information:

- A. Date
- B. Account Number(s) Debit
- C. Amount Debit
- D. Account Number(s) Credit
- E. Amount Credit
- F. Description
- G. Authorized and signed by Department Head or the assigned designee

**9.04** Journal entries must balance (Debits = Credits) or the journal entry will be returned to the Department.



**9.05** No journal entries to cash accounts (# 1XXXX) ~~generally~~ should ~~only~~ take place, unless to adjust for transfers between funds to balance cash in the appropriate funds. These transfers shall only be completed with approval of the Administrative Coordinator/Director of Finance to verify the proper accounting transaction.

~~**9.06 Journal Entry Deadline.** Journal entries should be submitted to the Administrative Coordinator/Director of Finance or the assigned designee, as they are prepared and no later than the 3<sup>rd</sup> business day of the following month in which the journal entry applies. Journal entries received by the Administrative Coordinator/Director of Finance after the 3<sup>rd</sup> business day of the month following the month in which they apply will be posted in the following month and therefore will not be reflected in the department monthly financial report.~~

## **SECTION 10 - ACCOUNTS RECEIVABLE**

**10.01 Purpose.** Accounts receivable are used to record revenues in the period in which they are earned. In most cases ~~within the County~~ these accounts are used ~~only~~ at year-end. Other accounts receivable accounts include billings to patients or clients, and billings to the state for work done on a monthly basis.

**10.02 Procedures.** At year-end, each Department must determine the revenues that have been earned in the current year but will not be received until the following year. It is the department's responsibility to include the proper fiscal year to which a transaction will apply. ~~The system does not automatically flag the transaction. For items to be included in the accounts receivable they must be submitted to the Administrative Coordinator/Director of Finance, or the assigned designee, in a timely manner for processing by the last full week of February prior to the fiscal year accounts being closed.~~

**SECTION 14 -14.01** Adams County's cash is invested by the Adams County Treasurer ~~under the Home of the~~ Administrative Coordinator/Director of Finance.

## **SECTION 16 - CONTINUING APPROPRIATIONS- CARRY OVER ACCOUNTS/FUND BALANCES**

**16.01** Adams County presently maintains "Continuing Appropriations" (also known as ~~non-lapsing or~~ carry over accounts) in its general fund accounting system, which are the result of monies left from prior years budgets that are carried over to subsequent year budgets as established by County Board Resolutions. The general fund, special revenue funds, internal service funds and enterprise funds maintain fund balances as a result of monies left from prior years' budgets. Fund balances are used in subsequent year budgets and are maintained at an adequate level to cover emergencies and maintain a stable economic environment.

**16.02** ~~"Continuing Appropriation"~~ **Carry over** accounts shall be established by County Board for the following reasons:

**16.03** The Administrative & Finance Committee shall review ~~"Continuing Appropriation"~~ **Carry over** accounts annually to ascertain if the appropriation meets the above criteria.

**16.04** ~~Continuing Appropriations may not exceed 20% of the current year actual audited expenditures, with excess amounts being closed to the general fund upon receipt of the annual audited Adams County financial statements; unless prohibited by the application of generally accepted accounting principles or County Board Resolution. The unreserved/undesignated fund balance in the General Fund shall be maintained at 15-25% of~~

the current year actual audited expenditures for the general fund. ~~Fund balances in special revenues fund balances shall not exceed 20% of the current year actual audited expenditures with excess amounts being closed to the general fund upon receipt of the annual audited Adams County financial statements unless prohibited by the application of generally accepted accounting principles or County Board Resolution.~~ Internal service and enterprise funds shall be assessed by end of year cash balances. The cash balances in these funds should be maintained at 20 - 30 % of the current year actual audited expenditures for the fund (75-100 days cash reserve is desired). Fund balances shall be analyzed and appropriately applied in the budget process.

**17.02** ~~The County Board shall adopt the annual budget, once the budget is adopted it is the responsibility of the Department Head to monitor all expenses and sign all vouchers to take accountability for the spending within their department's budget. All expenditures shall be in accordance with Chapter 8, Section 3—Accounting Policies.~~

- A. ~~Departments must submit a completed voucher. All vouchers forms will contain vendor number, account number, amount of payment, supporting documentation attached. Those submitting a voucher are responsible to remove sales tax and take allowable discounts. respective invoices attached and allowable discounts taken, to the Administrative Coordinator/Director of Finance Office for payment prior to the invoice due date. Vouchers are paid every Thursday in weekly check run. Vouchers must be submitted to the Office of the Administrative Coordinator/Director of Finance by the previous Friday at 4:30 p.m. in order to be processed the following week. Vouchers submitted late shall be paid the following Thursday. Any voucher without the above will be returned to the Department and will not be paid until corrected.~~
- B. ~~All vouchers for a department will be turned in at the same time for process in batch order.~~
- C. ~~Vouchers will be paid once a month by the 15<sup>th</sup> of each month.~~
- D. ~~The Administrative Finance Committee will review and approve/deny all payments.~~
- E. ~~Reimbursement to employees for county items purchased is strongly discouraged. In lieu of this practice, county items will be charged to the department and a voucher submitted for payment. This procedure allows the County to purchase the item(s) tax exempt.~~

**17.04** For all purchases from vendors who do not have an authorized account, please contact the Administrative Coordinator/ Director of Finance, or the assigned designee.

**17.05** ~~Vouchers shall be processed on the Adams County Voucher. Any exceptions to the use of this Form shall be approved by the Administrative Coordinator/Director of Finance. Any voucher received by the Office of the Administrative Coordinator/Director of Finance that does not have supporting documentation, original invoice, and the appropriate signature will be returned to the Department and shall not be paid.~~

**17.06** ~~If a Department fails to submit an invoice for payment in a timely manner in order to the process the payment by the due date, the Department Head must contact the Administrative Coordinator/Director of Finance to process the payment of any interest due and/or late fees. All interest will be charged to the department and reported to Home and Administrative & Finance Committees.~~

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**17.07 Approval Limits.** The following table shows the maximum purchase a Department Head may approve when dollars have been allocated in the current year budget. Beyond that limit the Administrative Coordinator/Director of Finance shall approve the payment prior to any purchase. After the purchase is made the Administrative Coordinator/Director of Finance shall sign the voucher for approval of payment.

~~**17.08 Voucher Verification.** The Department shall be responsible to ensure that no taxes are charged to the County on all invoices, as the County is tax exempt. The Payroll Specialist/Account Technician shall be responsible to verify that the invoice amount matches the voucher amount. Any vouchers that are incorrect will be returned to the department by the Administrative Coordinator/ Director of Finance's Office for correction prior to any payment being issued. The Administrative & Finance Committee shall review and approve or deny summary reports of the payments issued each month. Signatures or stamps of the Administrative & Finance Committee on the summary report authorizing prior weekly payments.~~

~~**17.09**—The Administrative & Finance Committee at any regular meeting may request to see supporting documentation of any department.~~

## **SECTION 18 - SPECIAL CHECKS**

**18.01 Purpose.** All vouchers forms will contain vendor number, account number, and amount of payment, supporting documentation attached. Special Friday checks cannot be used to pay mileage and/or meal vouchers, or for payment of bills that missed the regular accounts payable cutoff. Special Friday checks are only for extraordinary or unusual expenditures that arise and payment needs to be made immediately. Shall be for any invoice that will incur a finance charge, penalty, or interest if paid after the 15<sup>th</sup> of the month, or if early payment of the invoice will provide a financial discount to savings to the county, or if the payment is time sensitive. All Friday checks must be in the Administrative Coordinator/Director of Finance no later than 9:00 a.m. on Friday for processing that day.

~~**18.02 Procedures.** When it is determined that a special check is needed, the below listed procedures shall be followed:~~

- ~~A. Contact the Administrative Coordinator/Director of Finance for authorization to process a special check;~~
- ~~B. Prepare a voucher and attached respective invoices;~~
- ~~C. Have voucher signed by Department Head, or the assigned designee; and~~
- ~~D. Submit the voucher to the Administrative Coordinator/Director of Finance for payment.~~

**SECTION 19 – 19.01** The Administrative and Finance Committee may issue a Department/employee a credit account or subsidiary credit card for extenuating circumstances that do not allow for efficient business practice using the master credit card account; the voucher process; or when bulk purchases with vendors such as vehicle gas purchasing accounts are deemed necessary. The Administrative and Finance Committee will establish account limits. Use is authorized for County purchases pursuant to the purpose of the creation of the account, and pursuant to the County's Budgeting & Accounting Policy. i.e. All purchases shall be exempt from Wisconsin sales tax, using the County's Wisconsin Sales & Use Tax Exempt Certificate. All accounts shall be held in the name of Adams County Government under the County Clerk.

**19.02 Master Credit Card Account.** The Administrative Coordinator/Director of Finance shall oversee the master credit card to be used by Departments when voucher processing is not an option for payment or if delay of authorized purchase or payment would cause a financial or economic burden to the County or an employee of the County.

**19.03 Credit Account/Subsidiary Credit Card Authorization.** The subsidiary credit card account shall fall under the master credit card account overseen by the Administrative Coordinator/Director of Finance, whereas credit accounts shall fall under the appropriate department. Example of credit accounts may include Ace or Walmart. Upon the approval of the Administrative & Finance Committee accounts shall be established. Access to a credit card or subsidiary credit account is not an entitlement.

**19.04 Internal Controls:** For internal control procedures the Administrative Coordinator/Director of Finance shall maintain an up-to-date record of all authorized personnel who has access to each credit account or subsidiary credit card issued and the limit on each card. Under no circumstances shall the account be used for a cash advance or for personal use. An employee is required to comply with internal control procedures, not specifically outlined in this policy, that are designed to protect County assets; which may include ability to produce the card to validate its existence and account number.

**19.05 Payment Process:** All credit accounts shall be paid in accordance to the County's Budgeting & Accounting Policy. All subsidiary credit card account receipts shall be signed by the user/purchaser; include the account number for payment and be submitted to the appropriate department personnel within 5 days. Inability to process payment timely will be considered for revocation of the account.

**19.06 Non-Conformance:** Improper use of any County authorized credit card or credit account may result in disciplinary action up to and including discharge. Employee access can be revoked at any time by the Department Head. The Administrative Coordinator/Director of Finance shall report any misuse to the Administrative & Finance Committee. The Administrative & Finance Committee shall determine if any department account shall be revoked.

**19.07 Employment Termination:** Upon termination of employment with the County, for any reason, any and all credit cards issued to the employee shall be returned immediately and the account will be suspended.

**SECTION 20 - 20.01** Approval. Elected Officials, Department Heads and staff personnel may attend conventions, seminars, training and tours, provided it is related to the employee's job, and is approved in the department's budget. If funds are not available, PRIOR approval must be obtained from the Home Committee and the Administrative Coordinator/Director of Finance. ~~If the travel expenses will overdraw the budget, PRIOR approval must also be obtained from the Home Committee and Administrative & Finance Committee.~~

**20.03 Reimbursement for Expenses.** The County will reimburse employees for expenses incurred for approved travel, conventions, seminars, training and tours. Employees shall be reimbursed in the ~~weekly~~ monthly check processing. Employees shall receive approval, from their Department Head, prior to attending any convention, seminar, training or tour. The Department Head shall only approve an employee to go to a convention, seminar, training or tour if the money is available in the budget. In order to receive reimbursement, County Board, Committee Members, and employees must submit the original receipts and appropriate forms.

- A. **Lodging.** Approved lodging should be reserved in the name of Adams County and ~~shall be direct billed to the County. In extenuating circumstance the~~ by use of a credit card available from the Administrative Coordinator/Director of Finance may be used to reserve a room. Employees shall pay the difference between single and double rates if lodging is shared with a non-county employee.
- B. **Mileage.** Employees authorized to drive for County business shall hold a valid driver's license. Authorized use of an employee's automobile for County business shall be reimbursed at the rate set by the Internal Revenue Service. ~~Contact the Administrative Coordinator/ Director of Finance's Office for the current rate.~~ The employee shall use the most direct route possible. Distance shall be computed from the employee's primary residence or work location, as circumstances warrant. In order to receive mileage reimbursement, it will be necessary to provide the Administrative Coordinator/Director of Finance with a Certificate of Insurance, or a copy of the declaration page, indicating the amounts of coverage for liability and an expiration date of the policy. The minimum limits of coverage the employee shall have are:
  - ~~1. Mileage computation for all business travel during normal scheduled business hours shall use the employee's work place or the point of origin whichever is less. If the return trip is outside business hours, mileage shall be paid to the employee's work place or to the employee's home, whichever is less.~~
  - 1 No employee may claim mileage to his work place if it is the first (1<sup>st</sup>) stop of the day, or from his work place if it is the last stop of the day.
  - 2 For trips that commence and terminate during non-business hours, the actual point of origin shall be used to compute mileage.
  - 3 The County shall make no reimbursement, other than the per mile reimbursement specified above, to employees who use their private vehicles in the conduct of County business.
  - 4 If traveling by bus or other means of transportation, the appropriate fare will be paid by the County.
- C. **Meals.** Employees will be reimbursed for meals if: a maximum of \$35.00 per day if
  - 1. The employee is attending an approved convention or seminar out of the County.
  - 2. Meal reimbursement shall be as follows:
    - a) **Breakfast.** ~~Maximum of \$8.00 if the employee leaves home before 7:00~~

a.m.

- ~~b) **Lunch.** Maximum of \$10.00 if the employee leaves his Department before 10:30 a.m. and returns home after 2:30 p.m.~~
- ~~c) **Dinner.** Maximum of \$15.00 if the employee returns home after 7:00 p.m. If meals are included in the registration fee, the County will pay the cost of both. It will be necessary to have a receipt for meals. No reimbursement shall be made for the cost of alcoholic beverages and tips. A 15% gratuity will be allowed.~~

D. **Registration.** If a request for a registration check is not submitted timely to the Administrative Coordinator/ Director of Finance's Office, the employee shall pay the cost of the registration and include that cost in the expense reimbursement request for the next ~~monthly~~ weekly check run.

E. **Transportation.**

- ~~1. **Air Travel.** The most economical means of transportation shall be used in all cases unless travel time is a factor. In that case, special consideration will be given to approval of airfare. Travel by plane shall be at coach rate and airline tickets shall be purchased in advance so as to achieve the lowest possible fare. If air travel will require additional nights of lodging and additional meals, these extra expenses and the value of lost work time shall be weighed against the airfare and the most economical choice shall be made. A receipt shall accompany the request for payment.~~
- ~~2. **Auto Rental.** The most economical means of transportation shall be used in all cases unless travel time is a factor. Auto rental shall be made only if less expensive than other forms of land transportation or if other forms of transportation would prove unreasonable from a time and use perspective. Only the reasonable cost of compact or subcompact models is reimbursable, unless prior approval is obtained from the Administrative Coordinator/Director of Finance. A receipt shall accompany the request for payment.~~

Set next meeting date for Tuesday, July 5, 2011 at 3:00 p.m.

Motioned by Ward /Miller to approve the Resolution Adopting New Personnel & General Administrative policy with amendment to the year. Motion carried by unanimous voice vote.

Motioned by Ward/Stuchlak to adjourn at 4:57 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes are not yet approved

Ad Hoc Rules Committee Meeting  
July 5, 2011 - 3 p.m. - Room A160

Meeting called to order by Chairperson Jack Allen.

The meeting was properly noticed.

Roll Call: All present except John West and Cindy Phillippi who were excused.

Motion by Stuchlak/Miller to approve the agenda. MC by unanimous voice vote.

Item 8 – To discuss and/or act on orientation process will be put on next months agenda.

Item 9 - The suggestion by Myrna Diemert was accepted by the committee. (Cindy – I no longer have a copy of what Myrna suggested – do you?)

The next meeting will be July 21<sup>st</sup> at 3:00 p.m.

Agenda items for next meeting: discuss and/or act on orientation process, 6.09 and voucher process in Chapter 8 and Ethics Ordinance.

Motion by Miller/Stuchlak to adjourn. MC by unanimous voice vote. Meeting adjourned at 3:45 p.m.

Respectfully submitted

Bev Ward, Acting Secretary



JOINT MEETING OF Ad Hoc Transition Committee and  
Ad Hoc Consolidation Sub Committee Minutes  
June 9<sup>th</sup>, 2011, 2:00 p.m. A231

The meeting was called to Order by Cindy Phillippi, County Clerk at 2:00 p.m. Phillippi indicated the meeting was properly announced.

Roll Call: Present: Croke, Johnson, Stuchlak, James, Allen, Miller, Keckeisen, Ward, England, Cohen. Excused, Euclide, West, Wellumson.

Motioned by Ward/Allen to approval the agenda. Motion carried by unanimous voice vote.

Each of the committee members received a copy of the General Duties of the Ad Hoc Consolidation Committee and General Duties of the Ad Hoc Transition Committee, in addition the Budget Repair Bill Toolkit – Handout, along with the survey related to creation of an Ad Hoc Committee.

Round Table Discussion/Items to consider:

- Identify what you want to tackle
- Identify what changes are needed
- Identify duplication of services - internally
- Necessity of review 2011 budget
- Public Forum/hearing panel

The committee did not take action on any of the mentioned items. They will address/identify items of interest at their next meeting.

Set next meeting date – Ad Hoc Consolidation Sub Committee June 24<sup>th</sup>, 2011 at 8:30 a.m. Identify agenda items as Intro to BRB – Dan Borowski

Set next meeting date – Ad Hoc Transition Committee June 24, 2011 at 8:30 a.m. Identify agenda items-Intro BRB – Dan Borowski

Election of the Chair – Ad Hoc Consolidation Sub Committee

Phillippi opened nominations for Ad Hoc Consolidation Sub Committee Chair. Stuchlak nominated England. There were no other nominations. All Ad Hoc Consolidation Sub Committee members were in favor. Motion carried by unanimous voice vote. England named, Chair.

Election of the Chair – Ad Hoc Transition Committee

Phillippi opened nominations for Ad Hoc Transition Committee Chair. Ward nominated Miller. There were no other nominations. All Ad Hoc Transition Committee members were in favor. Motion carried by unanimous voice vote. Miller named, Chair.

Motioned by Ward/Allen to adjourn at 2:55 p.m. Motion carried by unanimous voice vote.

Recording Secretary,

  
Cindy Phillippi



Administrative & Finance Minutes  
May 9, 2011, 9:00 a.m., A160

Meeting was called to order at 9:05 a.m. by Chairman West.

Present were Supervisors Kotlowski, Renner, Ward, Sebastiani and West. Excused Myckael Rake (SAYL). Also present, Jeff Cohen, Cindy Phillippi, and Mary Ann Bays.

The meeting was properly noticed. Motioned by Sebastiani/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote. No public participation and no correspondence. Place April 8<sup>th</sup> & 19<sup>th</sup>, 2011 minutes on next month agenda.

Treasurer report, Mary Ann presented the investment report. She reported \$16,800.00 was spent for publications related to foreclosures. As of current \$12,000.00 has been collected - \$200.00 is charged to the landowner per foreclosure to offset costs related to publications.

Discuss and/act on Hutchinson property letter to receive a letter of release on title from the DNR: Motioned by Sebastiani/Ward to allow Mary Ann to pay \$250.00 out of her department to receive a letter of release on Hutchinson property. Motion carried by unanimous voice vote.

Discuss and/act on Lexis Nexis, a credit card vendor. Mary Ann informed the committee that Jack Albert reviewed and approved the contract. The committee discussed costs related to the credit card, different fees are charged to different departments. No decision made, the committee needs further information and would like to see that the county be identified as one entity with equal charges. The proposed current fee schedule had departments identified individually with charges associated based on credit card usage.

Discuss and/or act on resolution for dam maintenance overdraft as it relates to the 2011 budget. Murphy present for discussion. Motioned by Ward/Renner to table resolution and have a joint meeting with Land and Water Conservation Committee at 5:15 p.m. on May 24<sup>th</sup>. Motion carried by unanimous voice vote.

Motioned by Ward/Renner to pull the resolution on transfer of \$70,000 from General Fund and allow the Land Conservation Department dam account to run in the red as it relates to the Sherwood toedrain repair project, not to exceed the \$70,000 and for Chris to report back to the committee periodically, i.e. change orders, and/or items of interest. Motion carried by unanimous voice vote.

Ward/Renner to rescind motion to have joint meeting on May 24<sup>th</sup>. Motion carried by unanimous voice vote.

MIS: Dawn McGhee reported that all is well and running fine.

Jack Albert was asked to come to discuss claim on Michael Scherer, Albert reported there is a pending internal investigation by Sheriff Department, we are looking at July to place the claim on the County Board agenda for denial.

Motioned by Sebastiani/Kotlowski to pay Nancy Churchill for an on call hour for the April recount election. Motion carried by unanimous voice vote.

John West talked with Mike from Schenck about the audit, and it went smoothly.

Jeff Cohen reported on the Dec 31, 2010 general, undesignated, debt service, highway, sales tax, solid waste, health human services, and contingency fund balances.

He also provided cash reconciliations for Jan, Feb, March, and April of 2011.

Motioned by Ward/Kotlowski to approve check register. Motion carried by unanimous voice vote.

Fund balances, carry over and Chapter 8 should be placed back on the agenda.

Next meeting date will be June 20, 2011 at 9:00 a.m.

Motioned by Ward/Kotlowski to adjourn at 11:15 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Phillippi  
Recording secretary

Adams County Airport Commission  
Minutes for the June 13, 2011 Meeting

Call to Order: Meeting was called to order by Acting Chairman J. Kotlowski at 7:00PM.

Roll Call: J. Kotlowski, M. Bourke, J. Reuterskiold and S. Pollina. B. Miller was excused. Also in attendance were M. Scott, airport manager and S. Sundsmo, grounds keeper.

Audience: Mike Hartz, hangar owner.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Reuterskiold, Second by Pollina to approve the agenda. All voted aye, motion carried.

Approve the Minutes: Motion by Bourke, Second by Reuterskiold to approve the May 16, 2011 minutes. All voted aye, motion carried.

Airport Managers Report:

Correspondence:

Scott produced a letter from R & R Wash Materials addressed to the Division of Transportation regarding a wage dispute with Zarecki Fence, a subcontractor for last years hangar area project. The fence contractor was to return and finish installation of reflectors on the posts, put up a stop on the security gate and place 2 stop signs. In light of the letter it is doubtful the contractor will be returning. Scott will probe for solutions with Mead & Hunt.

An invoice was received from Rhinehart Metal Buildings for refitting the overhead door at the snow removal equipment building which was previously approved. It will be submitted to the County for payment.

Financial Review Monthly Check Summary:

Scott passed around the monthly check summary and expense report for April. With 42% of the year having passed there is only one category that continues to require watching and that is gas – vehicle due to the high cost of fuel.

Fuel Report:

Fuel sales through June 10, 2011 were 5,652 gallons compared to 6,538 gallons last year from 1/1/10 to 6/14/2011, about 14% less than last year which was the worst year the airport ever had in fuel sales.

Update on Underground Storage Tank rules:

Scott has received one estimate for the three mandated changes to the UST system

Adams County Airport Commission  
Minutes for the June 13, 2011 Meeting

and has met with a second and awaiting their proposal. Scott expects to have at least two if not three proposals to act on by the next meeting.

Review letter to Tenants regarding Lease Violation/Delinquent Rent:  
Scott produced packets to be mailed to all hangar owners that rent land from the airport. The letters will be mailed out this week.

Review Residential Through the Fence (RTTF) Certification:  
Scott introduced the submission to the FAA for their mandated certification that will be mailed out at the end of the week. The FAA recently required any private access to any public use airport be certified by the airport and submitted to the FAA for approval.

Motion by Bourke, Second by Pollina to approve the airport manager's report.  
All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported he still can not cut the new hangar area because the erosion fences and bags are still in place. Scott added that they are supposed to be removed by the 20<sup>th</sup> of June. Grass runway is in serviceable condition even though the recent seed planting did not appear to take. All equipment is up and running well with no issues.

Motion by Pollina, Second by Bourke to accept the groundskeepers report. All voted Aye, motion carried.

Audience Comments: Pollina reminded the commission that the local EAA chapter will be holding its Young Eagles Rally at the airport on Saturday , June 18, 2011.

Next meeting set for July 11, 2011 at 7PM at the Welcome Center.

There being no further business a motion was made by Reuterskiold to adjourn. Second by Pollina. All voted aye, motion carried. Meeting was adjourned at 7:25 PM.

Respectfully Submitted,



Michael L. Scott  
Airport Manager

Adams County Airport Commission  
Minutes for the July 11, 2011 Meeting

Call to Order: Meeting was called to order by Acting Chairman J. Kotlowski at 7:07PM.

Roll Call: J. Kotlowski, M. Bourke, J. Reuterskiold and S. Pollina. B. Miller was excused. Also in attendance were M. Scott, airport manager and S. Sundsmo, grounds keeper.

Audience: None.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Pollina, Second by Bourke to approve the agenda. All voted aye, motion carried.

Approve the Minutes: Motion by Bourke, Second by Pollina to approve the June 13, 2011 minutes. All voted aye, motion carried.

Airport Managers Report:

Correspondence:

Scott produced an email from Mead & Hunt forwarding the final acceptance for the hangar project area to the Bureau of Aeronautics completing the project.

In another email the Bureau of Aeronautics outlined the airports entitlements as \$105,208 remaining from AIP-04 (hangar building area), \$157,895 for 2010 and another \$157,895 for 2011 for a total of \$440,998 available for the next airport improvement plan for repair or replacement of the runway.

Scott went on to report that in discussions with Mead & Hunt and the Bureau that when the runway was reconstructed in late 1980's a mat of only 2" was applied, less than was common at the time. Mead & Hunt believes the thinner surface facilitated the wide gaps that formed in the saw cuts in the asphalt and that the only solution would be to remove the old asphalt and replace with new material greater than 2". The cost to do so, however, could approach \$1 million dollars. Assuming another \$157,895 in 2012 entitlements would give the airport nearly \$600,000. Scott will continue working with the Bureau and Mead & Hunt.

There are five hangar lots that have yet to be mowed at the airport and Scott produced letters that will be sent out to direct the hangar owners to do so.

Financial Review Monthly Check Summary:

Scott passed around the monthly check summary and expense report for June. With 50% of the year having passed there is two categories that are only slightly above: Gas-Vehicles and Repair/Maintenance-Grounds that are both at 52%.

Adams County Airport Commission  
Minutes for the July 11, 2011 Meeting

Fuel Report:

Fuel sales through June 30, 2011 were 6,344 gallons which continues to be well below that of last year.

Review and Act on Bids to Update Underground Storage Tanks:

Scott contacted three contractors and two bids were received. Metco produced a bid of \$2,280.69 and Westmor a bid of \$3,190.00. Both bids include overfill protection drop tubes, overfill alarm and emergency shut off switch. Motion by Reuterskiold to accept the Metco bid, Second by Bourke. All voted aye, motion carried.

Review and Act on Reabe Commercial Lease:

Scott produced a new one year lease for Reabe. The lease is identical to last years with the exception of the 2011 dates. The lease has been approved by Corp. Counsel. Motion by Bourke, Second by Pollina to accept the Reabe lease and instruct Scott to sign on behalf of the commission. All voted aye, motion carried.

Motion by Pollina, Second by Reuterskiold to approve the airport manager's report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported the erosion fencing and bags were removed last month from the new hangar area but he remains reluctant to mow. The wheat has grown but the grass mix is just beginning to appear and his hope is the grass will spread if left to seed. In addition, he does not want to disturb the erosion matting that has yet to decompose. He will continue to monitor. Otherwise, all equipment is operational with nothing new to report.

Motion by Bourke, Second by Pollina to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None.

Next meeting set for August 8, 2011 at 7PM at the Welcome Center.

There being no further business a motion was made by Reuterskiold to adjourn. Second by Bourke. All voted aye, motion carried. Meeting was adjourned at 7:40 PM.

Respectfully Submitted,



Michael L. Scott  
Airport Manager

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES:  
May 18, 2011

On Wednesday May 18, 2011 at 9:30 A.M. Chairman Ivan Morrow called the Adams County Board of Adjustment meeting to order with the following members present: Vice-Chair Ronald Jacobson; Cathy Croke, Secretary Robert Donner and Dave Grabarski. Everyone present was made aware that Board member W. Dale Helm had passed away last week. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Dean & Toni Roberts/J-N Land Co., LLP/Elek I. Nagy/Bank of Poynette – Variance request under Section 10-4.00 (c)3 of the Adams County Shoreland Protection Ordinance to allow four (4) lots that will not meet the minimum 100 feet of water frontage requirement on 13.09 acres currently known as Lake Mason Northshore Condominiums to be reconfigured into a six lot plat on property located in the SE ¼, NE ¼, Section 26, Township 14 North, Range 7 East, on 2<sup>nd</sup> Blvd Pt, Town of New Haven, Adams County, Wisconsin. Dave Grabarski made a motion to grant the Variance request as presented. Ron Jacobson seconded the motion. Roll call vote: 5 –Yes. Motion carried.

Minutes: Phil McLaughlin presented the Board with the minutes from the March 16, 2010 Board of Adjustment meeting for their review. Dave Grabarski made a motion to approve the minutes as presented. Ivan Morrow seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment meeting will be June 15, 2011.

Dave Grabarski made a motion to adjourn. Cathy Croke seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:42 A.M.

\_\_\_\_\_  
Ivan Morrow, Chairman

\_\_\_\_\_  
Ron Jacobson (Vice-Chair)

\_\_\_\_\_  
Catherine Croke, Secretary

\_\_\_\_\_  
Dave Grabarski

\_\_\_\_\_  
Robert Donner (Alternate)

\_\_\_\_\_  
Cathy Allen, Recording Secretary

**Adams County  
CDBG Housing Committee Meeting  
Wednesday, June 15, 2011  
3:00 p.m.**

The meeting was called to order at 3:00 p.m.

Present at the meeting were:

Terry C. James, Member  
Dick Wirth, Member  
Tom Feller, Member  
Sue Koehn, MSA Professional Services

Absent:

John West  
Jack Allen  
Cindy Phillippi

On a motion by Wirth, seconded by Feller, the June 15, 2011 minutes were approved.

Sue Koehn, MSA Professional Services reviewed the Program Status.

No housing projects needed approval.

**Other Business** – The committee was updated on the emergency tornado projects. They were also informed of projects still working on receiving bids and getting more projects ready in the event any of these projects do not follow through.

**Conflict of Interest** – None

On a motion by James, seconded by Wirth the meeting was adjourned at 3:10 p.m.

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Sue Koehn  
Housing Program Specialist



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ADAMS COUNTY BOARD MINUTES  
June 21, 2011 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairperson Sebastiani at 6:05 p.m.

**Roll Call of Supervisors:** Dist. #01-Glenn Licitar; Dist. #02-Diane England, Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani, Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Patrick Gatterman; Dist. #09-Patricia Townsend; Dist. #10-Vacant; Dist. #11-Jack E. Allen; Dist. #12-Florence Johnson; Dist. #13-Mike Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Bill Miller; Dist. #18-Terry James; Dist. #19-Karl Klingforth. Excused, Dist. #20- Deena Griffin. Vacant Dist. #10. Also present Alexandria Beckman, from the SAYL program. Excused, Olson and Rake, SAYL members.

Motioned by Allen/Johnson to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Licitar/Miller to approve May 24, 2011 minutes. Motion carried by unanimous voice vote.

**Claims:** Motioned by Keckeisen/Klingforth to deny Michael Scherer claim against Adams County Sheriff's department on March 28, 2011. Motion to deny claim carried by roll call vote, 18 yes, 1 excused, 1 vacant. Excused, Griffin District #20. Vacant, District #10. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Correspondence:** A resignation letter received from Deena Griffin to resign as County Board Supervisor, District #20. Motioned by James/Keckeisen to accept resignation letter from Supervisor Deena Griffin, District #20. Motion carried by unanimous voice vote.

**Appointments:**

Motioned by Kotlowski/Allen to appoint Joanne Sumpter to Ad Hoc Transition Committee replacing Bill Euclide. Motion carried by unanimous voice vote.

Motioned by Gatterman/Miller to appoint Joanne Sumpter to Ad Hoc Consolidation Sub Committee replacing Tom Croke. Motion carried by unanimous voice vote.

Motioned by Kotlowski/James to appoint Lori Djumadi as County Board Supervisor, District #20 replacing Denna Griffin. Motion carried by unanimous voice vote.

Motioned by Allen/Licitar to appoint Lincoln Berg to Rural Industrial Development Commission replacing Jeff Weinauf. Motion carried by unanimous voice vote.

**New Business:** None

**Unfinished Business:** None

**Reports and Presentations:**

Daric Smith, RIDC gave a report.

Motioned by James/Stuchlak to accept the proposed amended language to current Planning & Zoning Fee Structure to include: Fee cap of \$20,000 and a 50% refund of the total fee charged upon occupancy. ((current fee structure: Commercial or Public Building (and additions thereto:) Administrative, Zoning Related Inspections \$.075 (7.5 cents)). Motion carried by roll call vote, 18 yes, 2 vacant. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Resolutions:**

**Res. #30:** Motioned by Ward/Townsend to adopt Res. #30 to approve additional project costs to be paid with proceeds of \$15,000,000 public finance authority fixed rate revenue bonds, series 2010A (Adams-Columbia Electric Cooperative Project). Motion to adopt Res. #30 carried by roll call vote, 16 yes, 2 abstaining and 2 vacant. Abstaining, Gatterman and West. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Res. #31:** Motioned by Townsend/Klingforth to adopt Res. #31 to oppose funding cuts for child support in States 2011-13 Executive Budget. Motion to adopt Res. #31 carried by unanimous voice vote. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Res. #32:** Motioned by Miller/Licitar to adopt Res. #32 to name the unnamed stream in the Town of New Haven, Cody Creek. Motion to adopt Res. #32 carried by unanimous voice vote. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Res. #33:** Motioned by Townsend/Klingforth to adopt Res. #33 urging support of the State Legislature and Governor to enact legislation to achieve savings by allowing counties to continue administering Department of Health Services Income Maintenance programs individually and in multi-county consortia. Motion to adopt Res. #33 carried by unanimous voice vote. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Res. #34:** Motioned by England/Townsend to adopt Res. #34 allowing Adams County Health and Human Services to transition to an Aging and Disability Resource Center service delivery model with an established multi-county program. Motion to adopt Res. #34 carried by unanimous voice vote. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Res. #35:** Motioned by West/England to adopt Res. #35 to approve out-of-state travel and accommodations for Jill Helgeson, Aging Unit's Benefit Specialist, to Chicago, Illinois on June 29<sup>th</sup> & 30<sup>th</sup>, 2011. Motion to adopt Res. #35 by roll call vote, 17 yes, 1 no and 2 vacant. Voting no, James. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

#### **Ordinances:**

**Ord. #07:** Motioned by Keckeisen/Stuchlak to enact Ord. #07 to rezone two parcels of land in the Town of Adams owned by Dennis W. Roberts, located in the NW ¼, SE ¼, Section 5, Township 17 North, Range 6 East, Pt of Lots 2 & 3 of CSM 5023 to be changed from an R1 Single Family Residential District to a B1 Rural Business District. Motion to enact Ord. #07 carried by roll call vote, 18 yes, 2 vacant. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Ord. #08:** Motioned by Licitar/Keckeisen to enact Ord. #08 to rezone two parcels of land in the Town of Adams owned by Dennis W. Roberts, located in the NW ¼, SE ¼, Section 5, Township 17 North, Range 6 East, Pt of Lots 2 & 3 of CSM 5023 to be changed from Recreational/Residential District to a General Purpose District. Motion to enact Ord. #08 carried by roll call vote, 18 yes. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Ord. #09:** Motioned by Johnson/Kotlowski to enact Ord. #09 to rezone a portion of a parcel of land in the Town of Richfield owned by Kevin & Amy Beaver, located in the NW ¼, NW ¼, & SW ¼, NW ¼, Section 33, Township 18 North, Range 7 East, Lot 1 to be changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District. Motion to enact Ord. #09 carried by roll call vote, 18 yes, 2 vacant. Vacant, Districts #10 and 20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

**Ord. #10:** Motioned by Stuchlak/England to enact Ord. #10 Amendment of the Adams County Shoreland Protection Ordinance. Motioned by Gatterman/Keckeisen to amend Ord. #10 page 16, section 4-2.01 after tools, insert on slopes 3% or less. Motion to amend Ord. #10 failed by roll call vote, 9 yes, 9 no, 2 vacant. Voting no, Babcock, England, James, Klingforth, Kotlowski, Sebastiani, Stuchlak, Ward and West. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake). Motioned by Licitar/West to amend Ord. #10 page 44 section 11-4.01 (B) strikethrough 100 feet and replacing it with 35. Motion to amend Ord. #10 failed by roll call vote, 5 yes, 13 no, 2 vacant. Voting yes, Keckeisen, Licitar, Miller, Ward and West. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake). Motion to enact Ord. #10 carried by roll call vote, 14 yes, 4

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no, 2 vacant. Voting no, Gatterman, Keckeisen, Licitar, and Townsend. Vacant, Districts #10 and #20. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

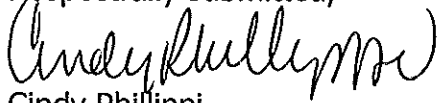
**Denials:** None

**Petition:** None

Motioned by Kotlowski/Johnson to approve claims as submitted. Motion to approve claims carried by unanimous voice vote. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake). Motioned by Ward/West to approve per diem and mileage as submitted. Motion to approve carried by unanimous voice vote. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake). Motioned by Johnson/Allen to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote. (1 yes, 2 excused SAYL members, non-binding votes. Excused, Olson and Rake).

Set next meeting date for July 19, 2011, 6:00 p.m. County Board tour will be July 25<sup>th</sup>. Motioned by Johnson/West to adjourn at 7:45 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Adams County Clerk

These minutes have not yet been approved.

**Minutes of Executive Committee Meeting  
Tuesday, June 14, 2011 – 9:00 a.m. - Room A-260**

Meeting called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced.

Members present: Al Sebastiani, Dave Renner, Joe Stuchlak, Larry Babcock, and Beverly Ward.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; and Cindy Phillippi, County Clerk.

The Chair addressed the responsibilities of the Administrative Coordinator/Director of Finance and the Personnel Director as it relates to Item 10 of the Agenda. Renner questioned whether the Chair's comments, which were not noticed on the Agenda, were permitted? Corporation Counsel Albert stated that the comments were proper as discussion under Agenda item 12, "Interim Administrative Coordinator/Director of Finance Report," as the Chair was the Interim Administrative Coordinator/Director of Finance.

Motion by Ward, seconded by Stuchlak, to approve the Agenda. Motion carried by unanimous vote.

Motion by Stuchlak, seconded by Ward, to approve the Executive Committee Minutes of May 10, 2011 and May 24, 2011. Motion carried by unanimous vote.

There was no public participation. There was no new correspondence.

Motion by Ward, seconded by Babcock, to continue the temporary contract with Jeff Cohen and not fill the position of Assistant to Administrative Coordinator/Director of Finance. After discussion, the Committee Chair directed to bring forward as an action item for July, 2011 Executive Committee Meeting.

Discussion was held regarding possible options to encourage employee participation in the Health Risk Assessment Program. No action was taken.

Motion by Ward, seconded by Babcock, to approve onsite training for only the Skyward system at this time for three staff members in the Administrative Coordinator/Director of Finance Department, and the Personnel Director if desired. Training and expenses funding shall be taken from the budgets of the Administrative Coordinator/Director of Finance and/or Personnel Department, as they agree upon. Motion carried by unanimous vote.

Discussion was held regarding permitting an exception to the County Catastrophic Leave policy. No action was taken.

**These minutes have not yet been approved by the Executive Committee.**

No Interim Administrative Coordinator/Director of Finance monthly report was given.  
Jack Albert presented the Corporation Counsel monthly report.  
Marcia Kaye presented the Personnel Department monthly report.

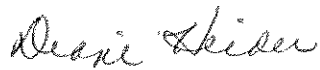
Motion by Babcock, seconded by Stuchlak, to approve vouchers. Motion carried by unanimous vote.

The next regular meeting date is set for July 12, 2011 at 9:00 a.m.

Action items for next meeting: Discuss and/or act on extending the temporary contract for accounting services with Jeff Cohen.

Motion by Ward, seconded by Stuchlak, to adjourn the meeting at 11:08 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider  
Recording Secretary

ADAMS COUNTY HEALTH & HUMAN SERVICES AND VETERANS SERVICE BOARD

MONTHLY MEETING MINUTES

RCH Room, May 13, 2011, 9:00 a.m.

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairperson Townsend at 9:00 a.m.

**Roll Call of Board Members:** Pat Townsend, Terry Harvey-Beversdorf, Dr. Hatton, Fran Dehmlow, Maureen Bruce, Diane England, Karl Klingforth & Jack Allen. Fran Dehmlow left meeting at 9:10 a.m. Maureen Bruce left meeting at 10:45 a.m.

**Health & Human Services Staff:** Charles Price, Diane Osborn, Phil Robinson, Carol Johnson & Sarah Grosshuesch

**Veterans Service Staff:** none

**Others present:** Andrew Craig, Department of Natural Resources; Todd Schaumberg, Independent Crop Consultant; Joe Stuchlak, Adams County Board Supervisor

Motion by Allen/Hatton to approve Agenda and Compliance with Open Meetings Law. Motion carried by unanimous voice vote (UVV).

Motion by England/Bruce to approve the April 8, 2011 minutes. Motion carried by UVV.

**New Business** – Discuss and act on selection of HHS Committee Vice-Chair. Jack Allen nominated Diane England. Diane England accepted nomination. Vote was taken; all were in favor.

**Public comment** - none

**Correspondence** – 2011-2012 Budget Motion Request (Rep. Krug)

**Veterans Service**

VSO's April Vouchers and Financial Report and May calendar were distributed in the board packets. Motion by Hatton/Allen to approve VSO's April report and May calendar. Motion carried by UVV.

**Chairperson Townsend requested a motion to deviate from the agenda.** Motion by England/Allen to move Item 5 – Public Health – Department of Natural Resources presentation to this point in the meeting. Motion carried by UVV.

**Public Health** – Department of Natural Resources presentation on the Nutrient Management Plan regarding the Milk Source Dairy. Andrew Craig presented information.

**Chairperson Townsend called for a 10 minute break at 10:15 a.m. Meeting called back to order at 10:25 a.m.**

**Health & Human Services**

**Financial Report** – Financial Report was provided in the board packets. Motion by Klingforth/Harvey-Beversdorf to approve April Vouchers and Financial Report. Motion carried by UVV.

**Thrift Store financial report** was provided. Year to Date Gross plus sales as of May 7, 2011 was \$81,344.30. Motion by Allen/Hatton to approve Thrift Store financial report. Motion carried by UVV.

**Conference & Workshop Attendance:** Charles Price provided information on conferences and workshops various staff will be attending.

**Unit Reports:**

**Youth Services:** Charles Price reported for the Youth Services unit.

**Clinical Services:** Phil Robinson reported for the Clinical Services unit.

**Aging:** Carol Johnson reported for the Aging unit.

**Long Term Support Services:** Diane Osborn reported for the LTS unit.

**Health Officer:** Sarah Grosshuesch reported for the Public Health unit.

**Economic Support Services:** Charles Price reported for the ESS unit.

**ADRC/Family Care** –Discussion/Update on the transition process.

**Amended Item: Thrift Store** – Discussion and/or action to approve the recruitment to fill seasonal LTE position in the Thrift Store. Motion by Klingforth/Hatton to approve recruitment to fill seasonal LTE position in the Thrift Store. Motion carried by UVV.

**Roof/Remodel Updates** – Charles Price provided information on the Roof/Remodel project.

**Director's Report** – Charles Price gave the Board an update of what he has been working on in various areas of Health & Human Services, meetings and conferences he has attended as well as upcoming meetings that he plans to attend.

Next Regular Meeting Date – June 17, 2011 9:00 a.m.

**Adjournment:** Chairperson Townsend asked if there was any further business to consider. Hearing none, she declared the meeting adjourned at 11:42 a.m.

Minutes respectfully submitted by Beth Czerwinski  
THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

*Beth Czerwinski*

# Adams County Humane Society

## Board of Directors - Meeting Minutes

### Community Center in Adams County

June 13, 2011

#### Call to Order

Carol Berry called the monthly meeting of the ACHS board of directors to order at 4.57pm. The meeting was held at the community center in Adams County.

#### Attendance

Carol Berry, , Mary Anne Keul, Al Schmidt, Brenda Merkle and Joyce Koehler. Christina Ackerman, and Lynn Moen were absent from this meeting.

#### Approval of minutes

The minutes of 5/9/2011 were approved by motion from Mary Anne and seconded by Brenda.

#### Treasures Report

Al presented the monthly financial report, explained expenses, and answered questions. The Treasurers report was approved and accepted.

Al Schmidt will order T-shirts from MJ Productions in Rome and it has been decided to have one price Of \$10.00 for all short sleeve T-shirts

#### Building Maintenance

JC Heating will be checking on heat ducts to get better circulation.

We are in the process of replacing the wood beams holding up the outside section of the old building with steel pillars to keep the dogs from chewing on the wood. This is being done to keep in compliance with the Act 90 ( puppy mill bill).

We have a quote from Advantage Plumbing and Heating Inc. to install 2 laundry tubs, drains and hookups. Supplies are on site for the replacement of outlets in the dog room, work will be done by James Straka, who is volunteering his time.

The present insurance for the Humane Society will stay the same. We will be purchasing a Volunteer Accident Policy. Motion was made by Brenda Merkle and seconded by Al Schmidt, all approved.

#### Fresh Ideas Committee Update

Pet parade will be in Rome Friday, July 1, 2011.

July 4<sup>th</sup> parade will be on a Monday.

#### Old Business

By-Laws were reviewed and changes were made. Final okay will be at next meeting.

#### New Business

Carol Berry will attend the Town of Adams meeting on Tuesday evening June 14<sup>th</sup>. Will report at Next meeting.

#### Managers Report

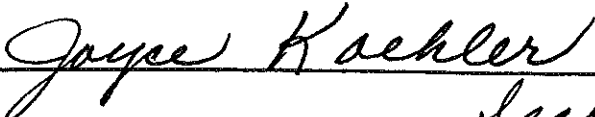
Managers report was discussed and accepted.

#### Adjourn

Carol Berry called the meeting to end at 6:37pm.

Next BOD meeting held at the community center: July 11, 2011 at 5:500pm.

Minutes respectfully submitted by

  
Secretary



# **ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE**

**THURSDAY, JUNE 9, 2011 AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Patrick Gatterman, Secretary  
Dean Morgan  
Michael Keckeisen

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner, Peter Hansen,  
Kyle Wagoner, David Pikorz and Steve Stalker

**MEMBER ABSENT:** Florence Johnson ~ Excused

**CALL MEETING TO ORDER:** The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, June 9, 2011.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, GATTERMAN, MORGAN AND KECKEISEN.  
**MEMBER ABSENT:** FLORENCE JOHNSON ~ EXCUSED

**APPROVAL OF AGENDA:** *Motion by Gatterman to approve the Agenda as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF MINUTES OF LAST MEETINGS (MAY 9, 2011, MAY 12, 2011 AND MAY 24, 2011):** *Motion by Keckeisen to approve the Minutes as printed of the Adams County Highway Department Committee Meetings for May 9, 2011, May 12, 2011 and May 24, 2011, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** Public participation was requested for the following Agenda items:

- Driveway Access ~ County Road "E" ~ Steve Stalker
- Driveway Access ~ County Road "G" ~ Walter Pikorz
- CTH "C" & CTH "Z" Northeast corner ~ County property ~ PECFA update

**DRIVEWAY ACCESS ~ COUNTY ROAD "E" ~ STEVE STALKER:** Steve Stalker was present to discuss his request for a driveway access on County Road "E". Driveway access was denied by the Highway Department as one driveway already exist on his parcel of land and in the County Driveway Ordinance only one access is allowed per agricultural parcel. A video was viewed by all that were present. *Motion by Morgan to approve the driveway access for Steve Stalker on County Road "E" as there are no safety concerns, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**DRIVEWAY ACCESS ~ COUNTY ROAD "G" ~ WALTER PIKORZ:** David Pikorz was present to discuss the request for a driveway access on County Road "G". Driveway access was denied by the Highway Department as one driveway already exist on this parcel of

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
JUNE 9, 2011 ~ 9:00 A.M.**

land and in the County Driveway Ordinance only one access is allowed per agricultural parcel. A video was viewed by all that were present. *Motion by Gatterman to approve the driveway access for Walter Pikorz on County Road "G" as there are no safety concerns, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CTH "C" & CTH "Z" NORTHEAST CORNER ~ COUNTY PROPERTY ~**  
**PECFA UPDATE:** Peter Hansen and Kyle Wagoner representatives from AECOM Engineers presented information concerning the PECFA report reference county property at the northeast corner on CTH "C" & CTH "Z". The Highway Committee asked questions and discussed the report. The Highway Committee asked AECOM Engineers to prepare a contract for services reference further monitoring of this site and present the estimated cost for services to the Committee for action.

**ROAD CLOSURE FOR EVENTS POLICY:** Highway Committee and Commissioner discussed the road closure for events policy and the direction to work on the revised policy.

**APPROVAL OF PATROL SUPERINTENDENT POSITION:** *Motion by Gatterman to approve the recruitment form for the Patrol Superintendent position and forward the request to Personnel Department for action, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF TRUCK DRIVER / COMMON LABORER POSITION:** NO ACTION TAKEN.

**HIGHWAY PATROL SUPERINTENDENT COMPENSATION:** *Motion by Gatterman to set wages for Dennis Premo to Group 15, Step 1 retro to the Highway Commissioner hiring and until one month after Patrol Superintendent hiring, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & APPROVE COUNTY ROAD "Z" (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS:** NONE

**REVIEW & APPROVE COUNTY ROAD "Z" (STH 82 TO CTH F) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS:**  
*Motion by Keckeisen to approve the Jurisdictional Offers as prepared by Timber-Selissen Land Specialist for parcels: 58, 82, 185 and 191 on the County Road "Z" (State Road 82 to County Road "F") Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Motion by Keckeisen to approve the offering price as prepared by Timber-Selissen Land Specialists for parcel 79 on the County Road "Z" (State Road 82 to County Road "F") Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**LIVING SNOW FENCE:** Discussed living snow fence verses plastic / wood snow fence.

**CALCIUM CHLORIDE TANK ~ INSURANCE CLAIM ~ DNR**  
**CORRESPONDENCE:** Highway Commissioner updated the Committee on the calcium chloride tank that collapsed:

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
JUNE 9, 2011 ~ 9:00 A.M.**

- Insurance claim has been filed
- DNR was contacted reference spill of materials and corrective action was taken and completed.

**REVIEW & ACT ON UNION JOB POSTINGS:** *Motion by Keckeisen to approve the Union Postings: Sign Person ~ Randy A. Petersen, Grader #397 ~ no signatures and Street Sweeper #185 ~ no signatures, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Seal Coated in Marquette County on 5/23/11
- Reshaping STH 82 East of 8<sup>th</sup> (water over road in this area)
- Drainage / Erosion control concerns ~ County Road "A" ~ 1100 Block
- Seal Coat Surfacing in Adams County to start next week, using our chips from Seven Sisters
- Centerline Painting has started

**FINANCIAL REPORT:** *Motion by Keckeisen to approve the May 2011 Financial Report as audited, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the June 6, 2011, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Keckeisen to approve the Monthly Check Summary report as presented, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** NONE

**SET NEXT MEETING DATE AND ADJOURN:** *Motion by Gatterman, second by Keckeisen, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, July 14, 2011 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:00 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

# **LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES**

DATE: June 13, 2011 TIME: 9:00 a.m. PLACE: Room A231

**Present:** Glenn Licitar, Barb Morgan, Terry James, Joe Stuchlak, Karl Klingforth, Diane England

**Absent:** Kevin Bork

**Call to Order:** Meeting was called to order by Chair Stuchlak at 9:02 a.m.

**Was the meeting properly announced?** Yes

**Approve Agenda:** Motion by James; seconded by Morgan to approve the agenda. Motion carried unanimously.

**Approval of Minutes:** Motion by Licitar; seconded by England to approve the minutes from the May 9, 2011 Land and Water Conservation Committee meeting. Motion carried unanimously.

**Public Participation:** Chair Stuchlak stated he would take public participation as needed.

**Wildlife Abatement and Claims Program:** No report

**WDNR:** No report

**NRCS:** Michelle Kominsky presented the new Operations Agreement and asked that it be put on the July agenda. Marian Jordan is the new soils conservationist at their office.

**LWCD Monthly Report:** Murphy distributed the report. James asked Murphy for an update on the County Parks riparian buffer plans. He said Fred Nichols, Parks Director, has been cooperative and will be bringing the matter to his committee meeting in July. Murphy was also asked for an update on the Big Spring project and told the committee excavation will begin the end of June or early July.

**Central Wisconsin Windshed Partners:** No report. The next meeting is June 20, 2011.

**North Central Land and Water Conservation Association:** No report. England stated that the meetings are held so far north (3-4 hours) she questions the justification in attending.

**Golden Sands Resource, Conservation and Development Report:** James reported that the financials look good for Golden Sands to move forward.

**USDA Farm Services Agency:** No report.

**Agricultural Shoreland Buffers:** Jack Albert, Corp Counsel, joined the meeting for Murphy's power point presentation concerning Adams County agricultural shoreland buffers and drainage ditches. After discussion, there was a motion by James; seconded by Klingforth to have Chris Murphy send a request to the three acting members of the Leola Drainage District Volunteer Oversight Committee to attend the July 11, 2011 Land & Water Conservation Committee meeting. Motion carried unanimously.

Motion by James; seconded by England at 10:28 to take a short break. Motion carried unanimously.

Meeting called to order by Chair Stuchlak at 10:36 a.m.

**Programmable Stream Monitors:** Due to carry-over amounts not being known yet, this item will be addressed at the July committee meeting.

**Sherwood Dam Toe Drain Project:** Murphy reported that the kick-off meeting was today (June 13) at 1:00 and that excavation should start this afternoon or tomorrow.

**Tree and Shrub Sale Report:** Johnson reported that the Tree and Shrub sale went very well and netted a profit of \$4,878.

**Dam Operator Activities:** Murphy reported that Tom Pierce parks on the Upper Camelot dike and turns around on it, and the ruts at Sherwood dam have been there a very long time, and he does not drive on the dams when completing inspections. Murphy stated Pierce has an open invitation to anyone who would like to join him inspecting the dams.

**Department Website:** General consensus was that the committee would consider adding the expense of an independent department website to the 2012 budget. The development of the website would cost approximately \$2,000 with an additional \$20/month to maintain.

**Cost-Sharing Contracts:** The following Lake Protection Grant cost-share contracts were presented: 1) Laufenberg (Big Roche-A-Cri); 2) O'Donnell (Big Roche-A-Cri); 3) Bultman (Big Roche-A-Cri); 4) Mickler (Camelot); and, 5) Patrick and Lynn Lund (~~Arrowhead~~) (Arkdale). Motion by Klingforth; seconded by Licitar to approve the cost-share contracts as presented. Motion carried unanimously. The following SWRMP cost-share contracts were presented: 1) Jacobs (windbreak); 2) Knutson (stream bank protection); 3) Coon (stream bank protection); and, 4) Fabor (stream bank protection). Motion by England; seconded by Morgan to approve the cost-share contracts as presented. Motion carried unanimously.

**Travel and Training Requests:** None

**Communications:** Information in the committee packets was reviewed. England said she received an email asking why Fawn Lake's level was so low. Murphy replied that there was a misunderstanding about the level, but everything is back in order. LWCC agreed to send a letter to Luther Olson thanking him for voting to leave the P rule intact.

**Financial Report:** Motion by James; seconded by England to approve the financial reports as presented. Motion carried unanimously.

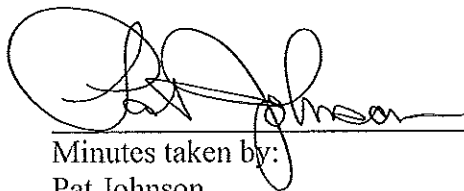
**Items for the July L&WC Committee Meeting:**

- Leola Drainage District Volunteer Oversight Committee
- NRCS Operation Agreement
- Programmable stream monitors
- Sherwood Dam Update

Motion by James; seconded by Morgan to adjourn at 11:10 a.m. Motion carried unanimously

**Next scheduled meeting:**

Monday, July 11, 2011 at 9:00 a.m., Room A231

A handwritten signature in black ink, appearing to read 'Pat Johnson', is written over a horizontal line.

Minutes taken by:

Pat Johnson

Conservation Clerk

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**NOT APPROVED**

**LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES**

DATE: July 11, 2011 TIME: 9:00 a.m. PLACE: Room A231

**Present:** Glenn Licitar, Barb Morgan, Terry James, Joe Stuchlak, Karl Klingforth, Diane England, Kevin Bork

**Call to Order:** Meeting was called to order by Chair Stuchlak at 9:00 a.m.

**Was the meeting properly announced?** Yes

**Approve Agenda:** Motion by James; seconded by England to approve the agenda. Motion carried unanimously.

**Approval of Minutes:** Motion by England; seconded by Licitar to approve the minutes from the June 13, 2011 Land and Water Conservation Committee meeting. Stuchlak pointed out a correction under "Cost-Sharing Contracts". The Patrick and Lynn Lund Lake Protection Grant should read Arkdale not Arrowhead. Motion by Morgan; seconded by Klingforth to accept the amended June 13, 2011 Land and Water Conservation Committee meeting minutes. Motion carried unanimously.

**Public Participation:** Chair Stuchlak stated he would take public participation as needed.

**Leola Drainage District Volunteer Oversight Committee:** Murphy showed a PowerPoint presentation about water quality concerns including good and bad examples of the required 20' corridors around drainage ditches. He stated that Adams County supports responsible agriculture, but there is concern about phosphorous and nitrates entering the water. Dan Strobel of Rome asked what the consequences were for non-compliance. Seth McClure, DATCP State Drainage Engineer, replied that the Adams County Drainage District Board could enforce action. Jim Bielmeier, Gary Woyak and Ken Zimbeck, members of the Leola Drainage District, were present. Zimbeck stated they were there to gather information. Murphy stated that the two most important recommendations are to provide 20' grass corridors and to use silt fence or straw mats during maintenance activities. Murphy asked if there was consensus that the Leola Drainage District is a functioning, legal drainage district, and Bielmeier, Woyak, Zimbeck, McClure and the Committee members agreed it is. It was then stated that the Drainage District is required to follow state statutes and administrative codes. Michelle Kominsky said both NRCS and FSA have programs that may assist landowners. Don Fornasier, Tri Lakes Management, stated Tri Lakes has been very active in improving water quality also.

**NRCS:** Michelle Kominsky distributed information about the NRCS's outreach efforts through USDA to Hispanic and women farmers who feel they were discriminated against between 1981 and 2000.

Motion by James; seconded by Klingforth to deviate from the agenda and move to Item J, Report on Shermalot Ski Team Agreement. Motion carried unanimously.

**Shermalot Ski Team Agreement:** Murphy asked if there were any questions about his report that was presented. Brian Daliege, Ski Team President, stated that the night Murphy attended the show there was a substitute boat driver and they were also having trouble with the dock (which has since been extended 10'). Murphy reminded him that the agreement hinges on the ski team staying 100' from the dam and requested that they follow the agreement. Morgan stated it would be a good idea to have 100 ft. markers so the ski team would know the boundaries. England asked about the buoys that were supposed to be put out 100' from the dam and Murphy replied that the Town of Rome did not approve the application to the DNR. His intent is that he will go back to the Town of Rome and work with them to approve installing the buoys.

**Wildlife Abatement and Claims Program:** No report

**WDNR:** No report

**LWCD Monthly Report:** There were no questions.

**Central Wisconsin Windshed Partners:** Licitar distributed the meeting minutes from the April 5, 2011 meeting. The next meeting is August 15.

**North Central Land and Water Conservation Association:** No report.

**Golden Sands Resource, Conservation and Development Report:** No report. The next meeting is July 21, 2011.

**USDA Farm Services Agency:** No report. Bork state that due to budget cuts, there has not been a meeting since April.

**Programmable Stream Monitors:** This item will be put on the August agenda as carry-over amounts are still not known.

**Sherwood Dam Toe Drain Project:** Murphy showed pictures of the project. He stated he is extremely happy with project oversight and that Tom Pierce and Pete Haug are working well together.

**Cost-Sharing Contracts:** Cost-share contracts will be acted upon at the Special L&WC Committee meeting July 19, 2011. Chair Stuchlak reported he received a call from Frank Schnolis thanking everyone for a job well done.

**Travel and Training Requests:** None

**Communications:** Information in the committee packets was reviewed. The permit has been issued to Richfield Dairy and their public hearing is Monday, July 18 at 1 p.m. at the Community Center. Murphy reported that the Working Lands Initiative will be more flexible and suggested the County should look at the program again.

**Financial Report:** Motion by James; seconded by Morgan to approve the financial reports as presented. Motion carried unanimously.



**Items for the August L&WC Committee Meeting:**

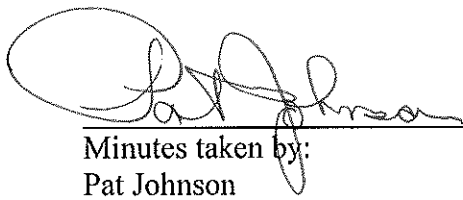
- Programmable stream monitors
- Sherwood Dam Update
- Report by Seth Senchad on the Sand Lake Conservation Camp
- NRCS Operational Agreement

Motion by England; seconded by James to adjourn at 10:15 a.m. Motion carried unanimously

**Next scheduled meetings:**

Tuesday, July 19, 2011 at 5:30 p.m., Room A231

Monday, August 8, 2011 at 9:00 a.m., Room A231



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Minutes taken by:  
Pat Johnson  
Conservation Clerk

**Adams County Library  
Board Minutes  
6/27/11**

The meeting was called to order by President Nelson at 1:00 p.m. Present were Nelson, Heideman, Renner, Challoner, Albrecht, Townsend, Kreten and Director Wavrunek.

President Nelson verified that the meeting was properly announced.

**Motion** to approve the agenda was made by Albrecht, 2<sup>nd</sup> by Kreten and carried unanimously.

Public input was invited. No public in attendance.

**Recommended actions: minutes, bills and financial report:**

**Motion** to approve the minutes of the May meeting was made by Challoner, 2<sup>nd</sup> by Kreten and carried unanimously.

Information on bills was included in the Financial Report.

**Motion** to approve the Financial Report for May was made by Heideman, 2<sup>nd</sup> by Renner and carried unanimously.

**Communications & Reports:**

Nelson received a letter from SCLS concerning problems occurring with the transfer to the new Koha system.

**South Central Library System report:**

Townsend reported on the problems with the Koha transfer. There was input from all people wishing to express concerns at the SCLS meeting. SCLS is trying to respond to any complaints. Response time to issues has been prompt.

**Director's Report:**

- A. Circulation Report – Circulation for May was 8853 compared to 8142 last year.
- B. Koha – staff is adjusting to the problems. Wavrunek expressed concerns over the limited ability to produce administrative reports to keep track of exactly what is being circulated and how often. This would help weed out unused materials and determine what additional materials are needed.
- C. Summer Reading Program – about 50 students have signed up. Last week's program was great!
- D. Wavrunek is considering changing the method of subscribing to magazines.
- E. Wavrunek is looking for shelving to display new books. He will check with maintenance to see what is in storage.

**Open House:**

The open house honoring our new Library Director – Jeff Wavrunek – will be July 25<sup>th</sup>, 3:00 p.m. – 5:00 p.m.

**Book Sale:**

The Book Sale will be August 5<sup>th</sup> and 6<sup>th</sup> during Crazy Days.

**Preliminary Budget Discussion:**

Discussed the possibility of hiring an additional part-time person. This would allow the existing staff to be moved around and provide increased youth services.

**Review Internet Use Policy:**

The Internet Use Policy was reviewed. **Motion** to amend and add the Wireless Access Use Policy to the Internet Use Policy was made by Challoner, 2<sup>nd</sup> by Townsend and carried unanimously.

**Identify possible upcoming items for future meetings:**

- A. Book Sale
- B. Budget
- C. Scrapbook update
- D. Evaluation of the new director possibly 6 months from the June 27<sup>th</sup> meeting
- E. Review State Standards and Long Range Plans in September

The meeting was adjourned at 2:00 p.m.

\*\*\*\*The next meeting will be held Monday, July 25, 2011 starting at 2:00 p.m. at the Adams County Library. (Note time change.)

Respectfully submitted by Barb Albrecht, Secretary

**Parks Committee Meeting  
Courthouse Conference Room A231  
May 11, 2011 1:00 p.m.**

**Call to Order:** Meeting was called to order at 1:05 p.m. by Vice Chairperson Kotlowski.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Jerry Kotlowski, Dave Renner, Bill Miller, and student representative Ethan Olson. Absent: Deena Griffin. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, and Rita Kolstad – Parks Clerk/Bookkeeper. John Albert – Corporation Counsel joined meeting at 1:20 p.m.

**Approve Agenda:** Motion by Miller/Renner to approve the agenda as presented. Motion carried by unanimous vote.

**Previous Minutes:** Motion by Renner/Miller to approve the April 6, 2011, minutes as printed. Motion carried by unanimous vote.

***Agenda Items:***

**Correspondences /Special User Requests:** None.

**Castle Rock Park Road Rehabilitation Project Bid Opening and Possible Awarding of Project:**

Committee reviewed bid specs and Renner was concerned that a performance bond was not included as a project requirement. Director stated for the record if the Committee wants that to be included he would pay out of his own pocket to re-advertise for bids. Director stated that the Department did not require a performance bond based on the small project size. Corp Counsel's opinion was requested. Corporation Counsel stated he would have preferred a performance bond be included in the requirements; however, considering the small scope of this particular project he did not recommend re-advertising for bids to include the bond as he considered this a very low risk. Director requested that Corporation Counsel set a policy for performance bonds in bid requirements. Corp Counsel will review and make his recommendation.

Motion by Miller/Renner to accept the D.L. Gasser Construction bid of \$11,075.00 which does include a performance bond. Motion carried by unanimous vote.

**Public Participation on Agenda Items:** None.

**Recreation Report by Committee Members:** Miller reported seeing approximately two dozen pelicans near Carlsons on Castle Rock Lake.

**Trails Management Report:** Final snowmobile audit will be done soon as the Club's final bills have been received at the Admin office. State aide requests have been submitted for. Results for trail maintenance and trail addition will be in July and the bridge projects in August. Coordinator reported the Snowmobile Club Reps voted to open/close snowmobile trails as warranted for the 2011-2012 season. The County is expected to be divided into two zones, south of 82 will be the south zone and north of 82 will be the north zone. Closures will be by zones. Each Club will be responsible for their trail entry point signage into Adams County as trails are opened or closed.

Coordinator reported Plum Creek is interested in the possibility of ATV trail expansion on some of their other properties in Adams County.

**Tourism Report:** Director will have the final figures at the June meeting; however, reported revenues were good for the 2010-2011 raffle sales.

**Equipment Purchases:** South Outlying Parks purchased a John Deere mower within budget. Castle Rock and Petenwell Parks new John Deere tractors are on a 3-year lease agreement. Castle Rock also purchased a Zero turn mower. Purchases were all made at Faivre Implement in Westfield as they gave the lowest price quotes.

**Employee Status Report:** Director reported all vacant positions have been filled. Director also updated Committee on park projects and clean-up from the storm damage at Petenwell Park.

**Revenue Report:** Committee reviewed.

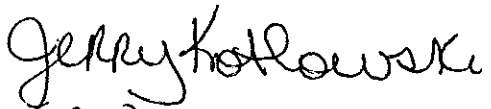
**Expense Check Summary Report and Fund Balances for Castle Rock and Petenwell Parks:** Reviewed by Committee. Motion by Miller/Renner to approve the reports as presented. Motion carried by unanimous vote.

**Future Agenda Items:** Five Year Outdoor Recreation Plan/Long Range Planning, Park Tour of Petenwell Park After June Meeting.

**Set Next Meeting Date:** June 15, 2011, 8:30 a.m., Courthouse Conference Room A231, with Petenwell Park Tour to Follow Meeting.

**Adjourn:** Motion by Miller/Renner to adjourn at 2:20 p.m. Motion carried by unanimous vote.

Submitted by,

  
(PK)

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.  
These minutes have not been approved by the Parks Committee.

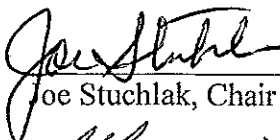
ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES: May 24, 2011  
Room A260

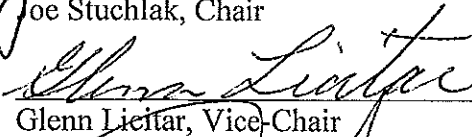
Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 5:00 P.M., with the following members present; Glenn Licitar, Barb Morgan, Terry James, Diane England, Randy Theisen, and Karl Klingforth. Others present were: Phil McLaughlin, Zoning Administrator Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call.

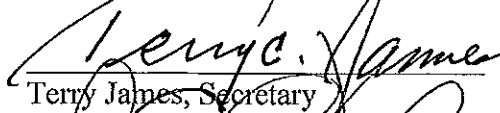
Discussion was held regarding the revisions to the Adams County Shoreland Protection Ordinance. Karl Klingforth made a motion to move forward and schedule a Public Hearing for the proposed revisions to the Adams County Shoreland Protection Ordinance. Roll Call Vote: 5 -- Yes. 2 -- No.(James and Licitar) Motion carried.

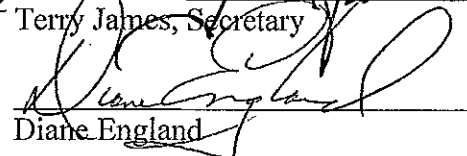
Terry James made a motion to adjourn. Randy Theisen seconded the motion. All in favor. Motion carried.

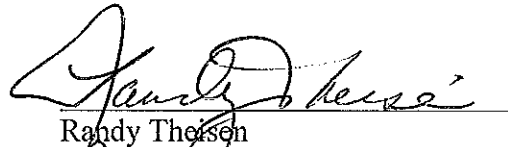
Adjourned: 5:44 P.M.

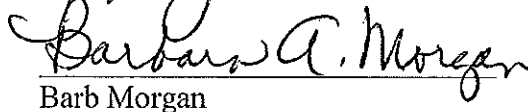
  
Joe Stuchlak, Chair

  
Glenn Licitar, Vice-Chair

  
Terry James, Secretary

  
Diane England

  
Randy Theisen

  
Barb Morgan

  
Karl Klingforth

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES: June 1, 2011  
Room A260

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 9:00 A.M. with the following members present; Randy Theisen, Glenn Licitar, Barb Morgan, Terry James, Karl Klingforth and Diane England. Others present were: Greg Rhinehart, County Surveyor; Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; and Alexandria Beckman, SAYL (Serving as Youth Leaders) member. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Karl Klingforth made a motion to approve the agenda as noticed. Barb Morgan seconded the motion. All in favor. Motion carried.

Public Hearings: Kevin & Amy Beaver – Rezoning request of a portion of a 79.86 acre parcel (5 acres) from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow a single family dwelling and garage on property located in the NW ¼, NW ¼, & SW ¼, NW ¼, Section 33, Township 18 North, Range 7 East, Lot 1 of CSM 4924 on Czech Avenue, Town of Richfield, Adams County, Wisconsin. Barb Morgan made a motion to grant the rezoning request and forward that recommendation to the County Board for final action. Glenn Licitar seconded the motion. Roll Call Vote: Beckman-yes; 7 – Yes. Motion carried. Dennis W. Roberts – Rezoning request from an R1 Single Family Residential District to a B1 Rural Business District of the Adams County Comprehensive Zoning Ordinance and from a Recreational-Residential District to a General Purpose District of the Adams County Shoreland Protection Ordinance to allow the operation of a gun shop in the residence on properties located in the NW ¼, SE ¼, Section 5, Township 17 North, Range 6 East, Pt of Lots 2 & 3 of CSM 5023 at 1149 Cty Trk J, Town of Adams, Adams County, Wisconsin. Terry James made a motion to grant the rezoning request and forward that recommendation to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: Beckman-yes; Olson-yes; 7 – Yes. Motion carried.

Planning & Zoning: Chairman Stuchlak closed the public hearing portion of the meeting and noted that public participation would be taken as needed.

Phil McLaughlin presented the minutes from the May 4, 2011 and May 9, 2011 meetings to the Planning & Zoning Committee for review. Terry James made a motion to approve the minutes as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of May to the Committee for review. Terry James made a motion to approve the Surveyor's report as presented. Diane England seconded the motion. All in favor. Motion carried.

Terry James made a motion to deviate to item #10 on the agenda. Karl Klingforth seconded the motion. All in favor. Motion carried.

Mr. McLaughlin explained the two methods that would be an acceptable procedure for combining parcels for zoning purposes. Method #1 would require a Quit Claim or Warranty Deed be recorded in the Register of Deeds Office with the legal description of each parcel to be combined (metes and bounds and/or CSM # and Lot # and/or Subdivision/Addition and Lot #) and following the list, place the following statement on the deed: "The parcels listed above are consolidated for all purposes, including those of conveyance, zoning, building, assessment and taxation. This is a permanent deed restriction to run with the land that shall restrict the conveyance of any part of the above described property. Thereafter said parcels shall be conveyed only in combination. This restriction shall be binding upon the owner, the heirs of the owner, and assignees of the owner and this restriction may be removed only be Adams County. In such event that the County agrees to remove the restriction, the property owner, heir or assignee shall be responsible for preparing the recording document and recording fees." Method #2 would be by Certified Survey Map. Discussion followed. Barb Morgan made a motion to approve the procedure and presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson, informed the Committee that a paragraph needed to be added to the Purchased Images Contract to require that companies not release documents purchased as there may be some with social security numbers them, but other than that addition, the contract reads exactly the same. Karl Klingforth made a motion to approve the

PLANNING & ZONING COMMITTEE  
MONTHLY MEETING:  
JUNE 1, 2011  
PAGE #2

Purchased Images Contract as presented. Barb Morgan seconded the motion. All in favor except Terry James, who stated his reason being that paragraph #4, would not be enforceable. Motion carried.

Land Information: Ms. Helgeson stated that she plans to purchase of a new scanner, with the idea that more offices can make use of it. Barb Morgan made a motion to approve the Register of Deeds and Land Information reports. Glenn Licitar seconded the motion. All in favor. Motion carried.

Shoreland Protection Ordinance: Map presentation by Tyler Grossheusch showing the County Shoreland Maps with the areas designated by the Department of Natural Resources (DNR) as potential wetlands vs. mapped wetlands. It was the Committee's consensus that the County Shoreland maps would incorporate only the DNR mapped wetlands.

Department updates: Phil McLaughlin informed the Committee that no one from the union posted into the vacant secretary position and that it would now be open to the public. Discussion was held regarding a complaint filed by someone in the union that Cathy Allen was working through the lunch hour.

Phil McLaughlin presented the Financial Report for the month of April and the Comp Time Report to the Committee for review. Terry James made a motion to approve the Financial and Comp Time Reports as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

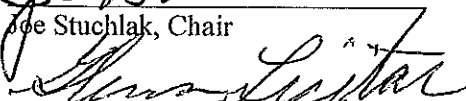
Correspondence: None.

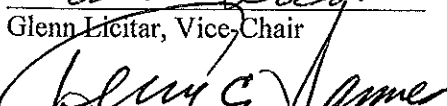
Terry James made a motion to adjourn. Barb Morgan seconded the motion. All in favor. Motion carried.

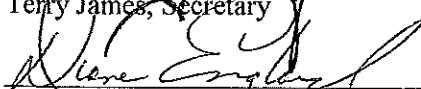
Next meeting date: July 6, 2011 @ 9:00 A.M.

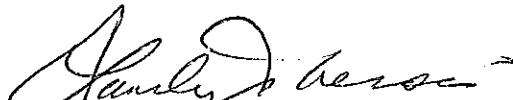
Adjourned: 10:35 A.M.


  
Joe Stuchlak, Chair

  
Glenn Licitar, Vice-Chair


  
Terry James, Secretary

  
Diane England

  
Randy Theisen

  
Barb Morgan

  
Karl Klingforth

  
Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.



ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
PUBLIC HEARING

Proposed Amendments to the Adams County Shoreland Protection Ordinance  
Adams County Community Center  
June 15, 2011  
6:00 P.M.

Chairman Joe Stuchlak called the Public Hearing to order at 6:00 P.M. with the following members present; Glenn Licitar, Barb Morgan, Terry James, Diane England, Randy Theisen, and Karl Klingforth. Others present were: Phil McLaughlin, Zoning Administrator; Tyler Grosshuesch, GIS Specialist and Cathy Allen, Recording Secretary. Was this meeting properly announced? Cathy Allen stated that it was. Roll Call.

Phil McLaughlin explained that the Department of Natural Resources had comments on the proposed revisions to the Ordinance that may be incorporated in the Ordinance upon Committee approval, copies of which have been distributed to the audience. Mr. McLaughlin then explained the Shoreland Maps for individual Townships which had been tacked up on the wall for viewing.

Chairman Joe Stuchlak asked the Committee if they had any comments. When none were forthcoming, Mr. Stuchlak opened discussion with the audience.

Bob Benkowski, Town of Rome, stated that the Tri Lakes area has a lot of beach area that could be affected because they exceed 200'. Would they be allowed to remain status quo?

Lori Djumadi wanted to know what would happen to the Lake Arrowhead beach centers.

Phil McLaughlin stated that the Department of Natural Resources (DNR) was aware of the issues and agreed that some leniency is required. The issues seem to be with the State, County and local parks and beaches. There is no definite answer, but discretion will be used.

Chairman Joe Stuchlak stated that in his conversations with the DNR, the key word was "established" and that we will need to do the best that we can regarding buffers.

Mr. McLaughlin asked the Committee if they were interested in amending Section 4-2.01.

Discussion was held regarding differences in uses and amount of beach area. Randy Theisen stated that there was to be no grandfathering, no exceptions, that the rules need to apply to everyone. Discussion followed. Terry James made a motion to eliminate the 200 ft. limitation from Section 4-2.01. Karl Klingforth seconded the motion. 5 -- Yes. 2 -- No. (Theisen, England) Motion carried.

Terry James felt that percentage of slope is the wrong way to handle beach areas, that they should be handled through storm water run-off on existing beaches; new beaches would need to comply with Section 5. Chris Murphy stated that the percentages were based on rain fall event, and the soils ability to accept. Discussion followed.

Terry James made a motion to remove "on slopes less than 3%" from Section 4-2.01. Karl Klingforth seconded the motion. All in favor. Motion carried.

Pat Pisellini enquired about the 30% viewing corridor. If two owners side by side could have their viewing corridors side by side? Phil McLaughlin stated that there is nothing prohibiting it.

Madalena Lawrence asked how to identify the Ordinary High Water Mark. Discussion followed.

Phil McLaughlin discussed the 15% impervious surfaces requirements.

Tom Lockner of Central Wisconsin Cranberries Association enquired about Section 8-3B.01. Discussion followed. Terry James made a motion to strike all but "Agricultural Uses" from 8-3B.01(A). Glenn Licitar seconded the motion. All in favor. Motion carried.

Tom Lawrence from Jordan Lake wanted clarification of Section 4-2.08 Mitigation. The only instance when a plan will need to be recorded with the Register of Deeds will be if a person is entering into a mitigation plan. It was noted that the compliance date for buffer restoration has been extended from September 2013 to July 1, 2015.

Gary Bollenbach asked if the 15% impervious surface restriction would affect everyone no matter the lot size. The answer was yes, but only that portion of properties within 300' of the Ordinary High Water Mark.

Norbert Affeldt questioned when this amendment takes effect. Mr. McLaughlin informed him that it is upon publication after County Board approval.

Alexandria Beckman, SAYL member, joined the meeting at 7:05 P.M.

Tyler Grosshuesch, GIS Specialist provided a power point presentation of the revised Shoreland maps and answered questions regarding them.

It was the consensus of the Committee to consider the revisions to the Ordinance based on DNR comments Section by Section.

Section 2-3.04 Barb Morgan made a motion to accept the changes. Randy Theisen seconded the motion. All in favor. Motion carried.

Section 3-4.01 Terry James made a motion to accept the changes. Diane England seconded the motion. All in favor. Motion carried.

Section 6.00 Karl Klingforth made a motion to accept the changes. Barb Morgan seconded the motion. All in favor. Motion carried.

Section 6-2.00 Terry James made a motion to accept the changes. Glenn Licitar seconded the motion. All in favor. Motion carried.

Section 4-2.05 Terry James made a motion to accept the changes. Karl Klingforth seconded the motion. All in favor. Motion carried.

Definitions. Karl Klingforth made a motion to accept the changes. Barb Morgan seconded the motion. All in favor. Motion carried.

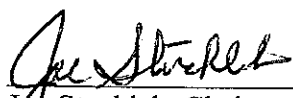
PLANNING & ZONING COMMITTEE  
PUBLIC HEARING: SPO  
JUNE 15, 2011  
PAGE #2

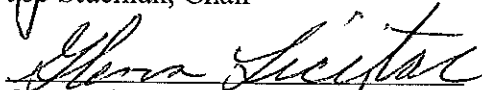
Nick Homan stated that all groups that he represents, support the Ordinance for the purpose of water quality, requests that all riparian landowners to be notified of the Ordinance requirements and would also like the County to show pro active support for enforcement of the Ordinance.

Diane England made a motion to approve the Adams County Shoreland, Wetland and Habitat Protection Ordinance as amended and forward to County Board for final consideration. Glenn Licitar seconded the motion. Roll Call Vote: 7 – Yes. Motion carried.

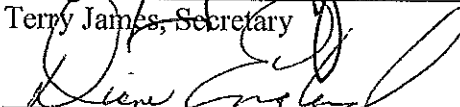
Randy Theisen made a motion to adjourn. Barb Morgan seconded the motion. All in favor. Motion carried.


Adjourned: 7:43 P.M.

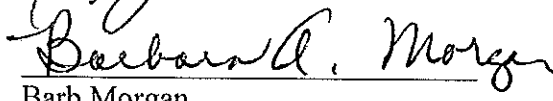
  
Joe Stuchlak, Chair

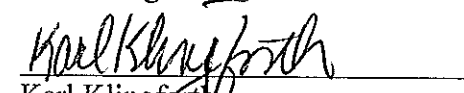
  
Glenn Licitar, Vice-Chair

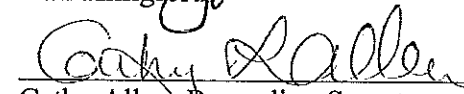
  
Terry James, Secretary

  
Diane England

  
Randy Theisen

  
Barb Morgan

  
Karl Klingforth

  
Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

## **Property Committee Minutes**

June 14, 2011 A160 2:00 p.m.

The meeting was called to order by Chairman Renner at 2:00 p.m. Present were Dave Renner, Jack Allen and Jerry Kotlowski. Excused, Deena Griffin and Bill Miller. Also present were Cindy Phillippi, Tracy Hamman, Chuck Price, Sam Wollin and Sarah Grosshuesch.

The meeting was properly announced.

Motioned by Kotlowski/Allen to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Allen to approve minutes from April 11, May 16 and May 24, 2011. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to recess at 2:01 p.m. for jail tour. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to reconvene at 3:10 p.m. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to table the discussion on property room until next month. Motion carried by unanimous voice vote.

Discussion on DA's office's safety issues, the bullet proof glass estimate in 2007 was \$26,880. The committee may consider budgeting in 2012 if possible and/or look at alternative options. More discussion will take place next month.

Motioned by Allen/Kotlowski to go with a change order for Health & Human Services vehicle damage, \$8,890 plus additional cost for the vinyl floor. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to install the energy efficient modulator unit for Health & Human Services building per specifications. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Allen to approve the duct cleaning at Health & Human Services per specifications. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to deny a pay phone at the Community Center. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Allen to deny chair pads for lunch area outside/inside and additional outside eating area/break room requests. Motion carried by unanimous voice vote.

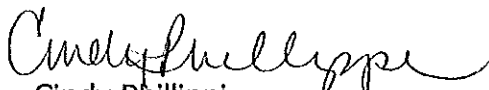
Motioned by Kotlowski/Allen to approve payment on draws for Ayres, \$9,180.00 and \$4,590.00. Motion carried by unanimous voice vote.

Motioned Allen/Kotlowski to approve the Public Health office to apply for USDA WIC Grant Fund money. Motion carried by unanimous voice vote.

Discussion for next month: Discuss and/or act on safety issues in the DA's office, Discuss and/or act on conference room remodel by the DA's office and updates on the Ayres draw. Next meeting date was set for July 1, 2011 at 8:30 a.m. (Pre-construction meeting).

Motioned by Allen/Kotlowski to adjourn at 4:20 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

**Property Committee Minutes**

July 1, 2011 A160 8:30 a.m.

The meeting was called to order by Vice-Chair, Jerry Kotlowski at 8:30 a.m. Present were Jack Allen, Jerry Kotlowski, Lori Djumadi, and Bill Miller. Excused, David Renner. Also present were Paul Gordon, Scott Thurber, Mary Ann Bays, Cindy Phillippi, Tracy Hamman, Chuck Price, Trena Larson and Sarah Grosshuesch.

The meeting was properly announced.

Motioned by Allen/Miller to approve the agenda. Motion carried by unanimous voice vote.

Paul Gordon began the preconstruction hearing related to the Health & Human Services/Community Center remodel/roof project. Paul introduced, Scott Thurber from Altmann Construction. A hand out was circulated in which the property committee and others could provide contact information. Minutes will be taken and forwarded to the appropriate individuals i.e. Scott Thurber, Tracy Hamman, Paul Gordon, and the property committee. Unusual conditions-phasing coordination efforts will take place between Tracy Hamman, Chuck Price, Scott Thurber and himself. The four of them will get together and include the subcontractors as necessary.

Paper copies of construction project (2 full sets)/(3 1/2 sets) standard form.

Each month the architect will verify claims/approve and/or amendments in order to process payments. Some correspondences/forms that will be handled through the Architect include but are not limited to:

- proposed request form
- change order form
- construct work change directive
- supplement instruction field order
- clarifying issue narrative to clarify order to contractor

Final application will include affidavit of compliancy, waiver of liens, consent of surety compliance along with additional documents.

The (3) three key contacts for the project consist of Tracy Hamman, Scott Thurber, and Paul Gordon. Tracy Hamman is the lead contact person for the owner (Adams County).

Supplier will communicate with Architect only if requested by contractor.

The agent for owner (Adams County) is Paul Gordon.

Any issues with local individuals etc., will be coordinated with and through Tracy Hamman (Adams County).

Electron paper communications can consist of but are not limited to:

- Construction Schedules
- Meeting Minutes
- Substitution Requests
- Payments back-up sheets
- Change order documents
- Permits/approvals

Project meetings will be held on site with subcontractors biweekly.

A schedule will be provided to Paul Gordon to pass out to the owner related to progress payments.

Paul Gordon will meet weekly with Architect.

pg 2 of 3  
Pro 7-1-11

It is anticipated that the contractors will be on site within the next 3 -4 weeks.

Paul Gordon will attend property committee meetings and provide a narrative on progress in addition to conflicts resolved if applicable.

Payment process was explained:

- Contractor submits
- Project manager should recommend approval/changes if necessary
- Owner will approve
- Payment will be made

Submittals take approximately 3 weeks to allow for the review process. It is the contractor's responsible to be in compliance.

Labor requirements were touched on.

Preliminary owner manuals will be provided for mechanical/electrical equipment within 30 days after completion. Final manuals will follow completion.

Temporary facilities-toilet contractors, 2 trailers can be located at end of building on grass, Chuck will move buses to Community Center for use of pad for workers company trucks.

24 hours notice to close building is required.

Scott Thurber inquired about noise compliance/ordinances and/or permits that are required. Phillippi contacted Village Clerk, Kathy Pierce, there is no noise ordinance. Kathy provided the Village Zoning contact information zoning is handled through General Engineering. Phillippi also contacted the City of Adams, they faxed one page from their ordinance related to exemptions (noise). The City has some building permit fees approximately \$50.00 per permit depending on the project, however they are generally waived with this type of project. Scott will be in contact with the City on this.

Discussion related to Focus on Energy took place. It is unclear as to how the grant dollars are allocated. Will the money be in the form of a credit on a utility bill or in the form of a check. Paul Gordon will follow up on this and report back.

Sarah Grosshuesch has preparedness grant dollars available, but they need to be spent by approximately July 11, 2011. Discussion took place related to an ice machine air cooled verses water cooled. If the system is cooled by water inspection must be completed yearly.

Allen had questions related to performance bonds, notice of award/holding prices and the vehicle damage.

Performance bonds and payment bonds were reviewed by Robin reviewed on June 9<sup>th</sup>.

Bid awarded 30-45 days from acceptance of hold pricing not issued.

Vehicle damage will be handled via a change order with contractor. Expenses related to this will be kept separate from the initial project cost.

Sarah Grosshuesch noted a limit of \$5000 available with matching funds of \$5000 by utilization of insurance recovery money for the Richard Holt room i.e. vehicle damaged area.

Phillippi question logistics with financing of grant dollars/insurance recovery funds and keeping items separate from the initial project dollars. Sarah Grosshuesch had a list of items that would be covered by grant dollars.

Motioned by Allen/Djumadi to have Trena sign performance and payment bonds based on Jack Albert comment as approved. Motion carried by unanimous voice vote.

Direct owner (Altmann) purchase limit – limit of \$2,000.

- Items will be purchased in Adams Counties name direct to save on sales tax. Altmann will be issued a sales tax exempt document and coordinate with the County to make purchases.

**RECESS:** Motioned by Allen/Miller to recess at 10:17 a.m. Motion carried by unanimous voice vote.

**RECONVENE:** Called back to order at 11:10 a.m. Present, Kotlowski, Miller, Allen, and Lori. Excused, David Renner. Also present, Smith, Phillippi, Larson, and Bays.

Daric Smith gave an update on the property located at 699 S Main Street, offers obtained:

- \$120,000 conditional on inspection
- \$122,000 not conditional as is cash sale.

Rural Industrial Development Commission recommends accepting the offer of \$122,000.

There is a balance of approximately \$22,000-\$23,000 in back taxes, \$3,500 for city water/sewer of which will be paid from the sale. The remaining proceeds will be defederalized and can be loaned to someone else. Daric indicated that they jointed with 15 other counties pooling loan funds.

Motioned by Allen/Miller to accept offer for \$122,000 from Donna Disch and draft a resolution for board. Motion carried by unanimous voice vote.

Discussion for next month: Discuss and/or act on Ice make for Public Health, safety issues, conference room remodel by the DA's office and updates on the Ayres draw.

Next meeting date was set for July 12, 2011 at 8:30 a.m.

Motioned by Allen/Miller to adjourn at 11:15 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes are not yet approved.

## **Property Committee Minutes**

July 12, 2011 A160 8:30 a.m.

The meeting was called to order by Chairman, Renner at 8:35 a.m. Present were Renner, Kotlowski and Allen. Excused, Lori Djumadi and Bill Miller.

Also present was Chuck Price, Cindy Phillippi, Jim Grabarski, Tracy Hamman, Sarah Grosshuesch and Trena Larson. The meeting was properly announced.

Motioned by Kotlowski/Allen to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Allen to approve June 14, 2011 minutes. Motion carried by unanimous voice vote.

**Items #7:** Discuss and/or act on waterlines, gates, Hutchinson fence and dog ordinance for the fairgrounds with Jim Grabarski.

Jim Grabarski informed the committee that (2) new signs were placed at the fairgrounds stating: no dogs allowed except in the sanction events and/or 4-H kids leading/walking dogs.

Grosshuesch told the committee the Hutchinson property was cleared for erosion and the County received a letter of clearance.

The fencing located on the Hutchinson property will be relocated to the fairgrounds. It will replace existing fencing that currently is located between the fairgrounds and the hospital. Grabarski will tell the fairboard about the fence, they will obtain skid loaders and trailers to remove fence.

Motioned by Kotlowski/Allen to go ahead and remove the fence from the Hutchinson property for the fairgrounds. Motion carried by unanimous voice vote.

Grabarski indicated the waterlines are installed and the bill has been paid in full. On July 1 a bill was received from Mauston Plumbing in the amount of \$580.06.

The septic tanks discovered during the project have been closed and filled with dirt. The problem is one still has a cover on it.

Jim said that Dennis Shad said during trenching plumbers did some wire cutting and destroyed electric lines underground. One wasn't marked, but the other ones between the barns and stage building were, the cost to fix them is \$236.00. The line cut by the Knights of Columbus would cost \$106.78. The one between the commercial building and midway bathroom was marked, but it was also exposed #8 wire; however, someone push dirt on top of it and another person had a backhoe and hooked onto the wire. The cost is \$136.00 for repairs. The Lions stand mess was one hundred feet of wire that was hooked several times and damaged. The cost for one roll of (100) one hundred foot wire is \$386.00 plus additional cost to replace the crimps that cost is approximately \$129.00. The total approximate cost is \$1,200 worth of damage.

Dennis Shad will be dropping off a bill. The committee proposed mediating with Shad and Paul Brown, Steve Shockie and Jack Albert. Jack should be involved.

They made a change at the farm bureau building a water spigot that was to go under the building was moved under the fair sign. That created a credit of \$1,000 for not trenching under building, billing would only be \$580.06. Grabarski was at Mauston Plumbing and briefly spoke with them.



There was a massive leak in the waterlines his winter, the bill was \$1,800 the fair paid for all water/sewer used plus % increase and requested they waive the leakage. The Village of Friendship turned down this request the fairboard is in an appeal process, the cost being approximately \$800 for sewer.

**Item #8:** Discuss property room usage. Jack Allen had a list of what Sam Wollin uses the property room for. Motioned by Allen/Kotlowski to leave property room as is with sheriff's department using it. Motion carried by unanimous voice vote.

**Item #9:** Discuss safety issues in the DA's office. Motioned by Allen/Kotlowski for Tracy get figures on enclosing the open area in the DA's office for security. Motion carried by unanimous voice vote.

**Item #10:** Discuss and/or act on an ice maker Health & Human Services building. Motioned by Kotlowski/Allen to approve the purchase of an ice maker and use preparedness grant money. Motion carried by unanimous voice vote.

Tracy Hamman informed the committee that Paul Gordon sent (2) two purchase request to Altmann Construction pertaining to:

West wall damage (Richard Holt Room) related to the automobile damage i.d. as a change orders:

- Provide cost to restore west wall of Adams County Health & Human Services building at location of damage caused by vehicular incident on May 23, 2010.
- Install new window to match existing remaining window (located approximately 10 feet to the north of
- damage.
- Replace any damaged wall studs, sheathing, cavity insulation, EIFS, interior sheathing, flooring, and other incidental damage.
- Repair all related cosmetic damage, (such as wall or ceiling cracking, if present).
- Finish interior and exterior surfaces to match existing.

The following work would be performed in the Richard Holt Room (#150 on the Construction Documents).

- Demolish existing overhead lighting.
- Install new acoustical ceiling (ACP-2) & grid.
- Install new light fixtures (A) and dimming switches.
- Prep & paint walls, entire room. Color to be determined.

The conditional plans have been approved related to the Health and Human Services Department part of the project have been approved by the Department of Commerce. There is a \$1,350.00 fee associate which Paul Gordon explained previously as part of the project.

Discussion has taken place with Scott Thurber regarding purchase order forms. The county's tax exempt form has been forwarded to Scott.

Chuck Price informed the committee that discussion took place related to the phasing. Paul Gordon will create a power point slide presentation on phasing process.

No Ayres draw.

Motioned by Kotlowski/Allen to move item #13-Tax foreclosure-open sealed bid- to be the first on the agenda for next meeting on 8:30 a.m., Tuesday, July 19<sup>th</sup> (property tour).

Tour tax deed property on both July 19 and 22 at 8:30 a.m.

Next regular property meeting will be Tuesday, August 2, 2011 at 8:30 a.m.

Motioned by Kotlowski/Allen to adjourn at 9:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cindy Phillippi".

Cindy Phillippi  
Recording Secretary

## Public Safety & Judiciary Committee

Tuesday June 21, 2011

5:15 pm. – Conference Room A260

### MINUTES

1. Call the Meeting to Order. 1727
2. Was the meeting properly announced? Yes
3. Roll Call – Al Sebastiani, Bev Ward, Terry James in attendance, Bill M. and Mike K. excused
4. Approve the Agenda. Motion by Bev - Second by James – All Aye
5. Approve minutes of prior meeting. Motion by James, Second by Bev – All Aye
6. Public participation (*If requested by the Committee Chair*).
7. Correspondence. None

Request by Sheriff Wollin to move # 9 (Closed Session) to #8, and #10 to #9, #9 to #10 – approved

8. 1728 Committee convened in closed session per Wis. Stats. §19.85(1)(c) Discuss and/or act on resignation of Jail Sergeant. Motion by James-Second by Bev – all Aye
9. 1737 the Committee reconvened in open session per Wis. Stats. §19.85(2),
10. Sheriff's Department - Sheriff Wollin and Captain Beckman.  
Discussion/Action: Posting for Jail Sergeant Position.

Motion by Bev – Post for Jail Sergeant Position – Second by James – All Aye

11. Set next meeting date. N/A
12. Action items for next meeting. N/A
13. Adjourn. 1738 – Motion by James, Second by Bev – All Aye

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department. *These minutes are not yet approved by Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Cada / Bonnett / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Hinze / Rogers

**ADAMS COUNTY SOLID WASTE COMMITTEE**  
**June 15, 2011, 6:00 PM**  
**COURTHOUSE, ROOM A160, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
Dean Morgan, Vice-Chair  
Florence Johnson, Secretary  
Patrick Gatterman  
Mike Keckeisen  
Alexandria Beckman, SAYL

**MEMBERS ABSENT/EXCUSED:** Mike Keckeisen

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Everett Johnson

**CALL MEETING TO ORDER:** The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock, at 6:03 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, JOHNSON, GATTERMAN, KECKEISEN, MORGAN AND BECKMAN. *Motion by Gatterman, second by Johnson, to approve the Agenda as presented. All in favor. Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM MAY 11, 2011:** *Motion by Gatterman, second by Johnson, to approve the Open Session minutes as presented for the May 11, 2011 meeting. All in favor. Motion carried.*

**PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented a check from the DNR for our 2011 Recycling Grant in the amount of \$91,766.12 which is 40% lower than expected and budgeted. There was no other correspondence to present.

**FINANCIAL REPORT:** Ms. Diemert presented the Financial Report and Monthly Check Summary for May 2011. Discussion was held. *Motion by Keckeisen, second by Morgan, to approve the Financial Report and monthly check summary for May 2011. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated June 15, 2011 (see attached copy) and discussion was held. *Motion by Keckeisen, second by Gatterman, to approve the Site Report as presented. All in favor. Motion carried.*

**UPDATE ON AGREEMENT WITH IROW FOR CONTRACTED LABOR:** Ms. Diemert updated the members on the progress of the contracted labor. She stated that IROW is ready to find property and build his processing facility as soon as possible but is having a problem finding property located near the landfill and Hwy 21/Hwy 13 intersection. Discussion was held. Ms. Diemert was asked to check with Corporation Counsel on how to transfer or sell County property to IROW.

**APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES:** Ms. Diemert reported she had no new vehicle or equipment purchases to approve.

**EMPLOYEE UPDATE:** Ms. Diemert reported that 3 LTE Truck Driver/Equipment Operators were hired and are filling in on the routes so that our employees can work in cell construction. She also stated that the interviews for the LTE scale operator are taking place tomorrow and that Chair Babcock and the Director will make up the hiring committee.

**DISCUSSION OF STATE BUDGET RECYCLING GRANT CUTS:** Ms. Diemert updated the Committee on efforts to reinstate the recycling program and grant funding to Governor Walker's budget proposal. As it looks right now recycling will continue in WI, however, funding will be cut 40%. The tip fee surcharges will remain the same.

Discussion was also held on the attempt to privatize all construction and hauling services, which failed. She stated that the mandatory prevailing wage rates for our area are significantly more than our employees get paid and our construction costs would have almost doubled.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert had no new trainings or conferences to approve.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items may be placed on the next agenda: Farmland lease; removing the restriction on selling wood chips until June 15<sup>th</sup> due to possible gypsy moth eggs.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, July 6<sup>th</sup> at 6:00 PM at the Landfill. *Motion by Gatterman, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:10 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE**

**ADAMS COUNTY SOLID WASTE COMMITTEE**  
**July 6, 2011, 6:00 PM**  
**LANDFILL, 1420 HWY 21, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Florence Johnson, Secretary  
Patrick Gatterman  
Mike Keckeisen  
Alexandria Beckman, SAYL

**MEMBERS ABSENT/EXCUSED:** Larry Babcock, Chair  
Dean Morgan, Vice-Chair

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Everett Johnson

**CALL MEETING TO ORDER:** The meeting of the Adams County Solid Waste Committee was called to order by Secretary, Florence Johnson, at 6:14 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL & APPROVAL OF AGENDA:** JOHNSON, GATTERMAN, KECKEISEN, AND BECKMAN. *Motion by Gatterman, second by Keckeisen, to approve the Agenda as presented. All in favor. Motion carried.* Babcock and Morgan were absent.

**APPROVAL OF OPEN SESSION MINUTES FROM JUNE 15, 2011:** *Motion by Keckeisen, second by Gatterman, to approve the Open Session minutes as presented for the June 15, 2011 meeting. All in favor. Motion carried.*

**PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented a check from the WI River Co-op for \$1,304.13 for Equity Stock Retirement. There was no other correspondence to present.

**REPRESENTATIVE SCOTT KRUG TO DISCUSS STATE BUDGET:** Representative Krug did not attend the meeting. The Committee discussed the large amount of money paid into the DNR for license and inspection fees, environmental fees, recycling surcharge fees, etc. and that the recycling grant funds are being cut 40% despite the fact that the tippage surcharge fees were not reduced.

**FINANCIAL REPORT:** Ms. Diemert presented the Estimated Financial Report June 2011. Since this meeting was held early in the month no Skyward reports were available at this time. Discussion was held. *Motion by Keckeisen, second by Gatterman, to approve the Estimated Financial Report for June 2011. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated July 6, 2011 (see attached copy) and discussion was held. *Motion by Gatterman, second by Keckeisen, to approve the Site Report as presented. All in favor. Motion carried.*

**DISCUSS AND APPROVE CONTRACTED LABOR (IROW, R. CHALLONER, ETC.)** Ms. Diemert updated the members on the contracted labor provided by IROW in the recycling building.

She stated that IROW is continuing to look for property or a building for his processing facility as soon as possible. Discussion was held. Ms. Diemert will confer with Corporation Counsel on the best options to transfer ownership, land contract, lease or sell County property to IROW. The Highway Commissioner has stated they do not need all the property where the salt shed is located for Highway operations and is willing to work with us on the potential transfer of the 5 acres. While investigating the parcel to be used, the SW Director found a discrepancy in the placement of the salt shed which was constructed on the wrong piece of property. An amendment to the Resolution to correct this will need to be done after the IROW transfer is ready to go to County Board.

Ms. Diemert also reported that she has sub-contracted with a retired landfill employee to operate the landfill compactor in the active cell while landfill employees are working on new cell construction. She explained that we needed someone right away so that our employees could work while the weather was good and that Mr. Challoner was an experience operator. The Union had no issue with this subcontract and Mr. Challoner will furnish a Certificate of Insurance. The Committee discussed how we should have a standardized contract, reviewed by Corporation Counsel, and authorize the Director to hire subcontractors as needed for construction and other operations. Ms. Diemert was instructed to check into this. *Motion by Keckeisen, second by Gatterman, to approve the hiring of IROW to provide subcontract labor in the recycling building, the hiring of Robert Challoner as a subcontracted landfill compactor operator, and L&C Brushing and Mulching LLC for yard waste/brush grinding. All in favor. Motion carried.* All will be required to furnish a Certificate of Insurance.

**APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS:** Ms. Diemert reported that the haul truck water pump went out and we entered into an agreement with Tenpas Cranberry LLC to rent another one to help complete the construction in the cells. She had no new vehicle or equipment purchases to approve. *Motion by Keckeisen, second by Gatterman, to approve the rental of the haul truck from Tenpas Cranberry LLC.*

**EMPLOYEE UPDATE:** Ms. Diemert reported that we asked the Union to approved extending the LTE from 90 days/600 hours to 213 days to match the County Personnel & General Administrative Policies manual. These employees will go over 600 hours and not be considered regular full-time employees per this agreement. This will allow the 3 LTE Truck Drivers who are already trained on the trucks and routes to remain until construction of Cell #4 is completed. A Memorandum of Understanding has been signed by the Union and will be signed by the Administrative Coordinator.

**DISCUSSION OF STATE BUDGET RECYCLING GRANT CUTS:** Ms. Diemert updated the Committee on the recycling program and grant funding to Governor Walker's budget. As expected, the recycling program and grants have been continued, however, funding was cut 40%. The tip fee surcharges will remain the same.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** There were no new trainings or conferences to approve.

**LIFTING OF WOOD CHIP QUARANTINE/GYPSY MOTH:** Ms. Diemert reported that she wrote letters to the Master Gardeners, Pat Pisalini, and Dave Repinski regarding the Committee's anticipated lifting of the wood chip quarantine. No evidence of Gypsy moths, eggs or larvae have been seen over the past several years in or around the wood chip pile. No response was received other than the Master Gardeners who are very happy with this decision. *Motion by Keckeisen, second by Gatterman, to lift the wood chip quarantine and make the sale of wood chips available year round to our customers. All in favor. Motion carried.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items may be placed on the next agenda: Updates.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, August 10<sup>th</sup> at 6:00 PM at the Landfill. *Motion by Keckeisen, second by Gatterman, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:37 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**



**ADAMS COUNTY SURVEYOR'S OFFICE**  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 452  
July 5, 2011  
Report for the month of June, 2011

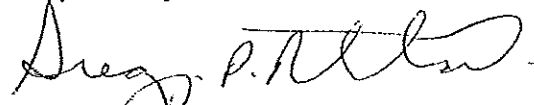
We worked a couple of days on the 2011 Monument Maintenance Program during June. The project is proceeding well.

I helped Phil McLaughlin with the county's compliance report for FEMA's floodplain management program.

I had a quite a bit of interaction with the public in June. As in the past, the county does not do any surveying for the public. My office assists in locating records and directing people to surveyors working in the area, etc.

I am continuing with the duties of my office.

Respectfully Submitted;



Gregory P. Rhinehart,  
Adams County Surveyor

7/5/2011

**ADAMS COUNTY SURVEYOR'S OFFICE**  
**GREGORY P. RHINEHART, COUNTY SURVEYOR**  
**P.O. BOX 187, FRIENDSHIP, WI 53934**  
**(608) 339-4226**

**SUMMARY OF ACCOUNTS 2011**

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00	270.00	
Balance	\$3,300.00	\$21,630.00	\$ 500.00
FEBRUARY	300.00	10,525.59	
Balance	\$3,000.00	\$11,104.41	\$ 500.00
MARCH	300.00		
Balance	\$2,700.00	\$11,104.41	\$ 500.00
APRIL	300.00	3,554.20	
Balance	\$2,400.00	\$ 7,550.21	\$ 500.00
MAY	300.00		
Balance	\$2,100.00	\$ 7,550.21	\$ 500.00
JUNE	300.00		
Balance	\$1,800.00	\$ 7,550.21	\$ 500.00
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
<b>Grand Total \$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>



**Extension Committee**

**Minutes of Meeting**

**June 14, 2011 @ 1:00PM**

**Adams County Community Center**

**569 N. Cedar Street, Extension Conference Room**

**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 103, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Florence Johnson, Diane England, Karl Klingforth, and Glenn Licitar, and Jack Allen – Present.  
**Extension Staff:** Don Genrich, Mary Ann Olson, Jennifer Swensen, and Linda Arneson – Present. Theresa Wimann - Excused
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Klingforth and Second by Allen to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Licitar Second by England to accept minutes of the Extension Committee Meeting of May 10, 2011 as presented. Motion carried.
6. **Public Participation:** None
7. **Communication:** None
8. **Items for Action or Discussion:**
  - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann:** Committee discussed the monthly reports. Motion by England Second by Allen to place Monthly Reports on file. Motion carried.
  - b) **Review Calendars of Extension Education Staff:** Committee reviewed June calendars for all education staff.
  - c) **Review Check Summary and Financial Statement for May 2011:** April Check Summary and Financial Statements were reviewed. Motion by Klingforth Second by Licitar to place Check Summary and Financial Statements for May 2011 on file. Motion carried.
  - d) **Computer Concerns and Social Networking in Extension – Report on Meeting with MIS:** Allen reported that he met twice with Dawn McGhee. A new laptop has been purchased for Genrich. McGhee also told Allen that a “Virtual Computer System” would be running by 14 July 2011.
  - e) **Alternate Energy Trip to Baraboo:** Committee discussed various dates to travel to Baraboo to tour a home using alternate energy and discuss with homeowner the start-up costs and how the system is working. Committee decided to travel to Baraboo on

June 22<sup>nd</sup>. Arneson will contact Health & Human Services to see if a van would be available for the committee to use.

- f) Needs Assessment Survey: Olson and Swensen gave a report on the needs assessment survey. A draft of the survey has been sent to various people/groups to review and provide input. Olson and Swensen will give a brief presentation at the County Department Head meeting on June 16<sup>th</sup>. The plan is to have the survey completed and mailed to a random 2000 Adams County residents after July 4<sup>th</sup> and have the surveys returned and tabulated by late August.
- g) Report on In-Services – Olson: Olson gave a report on three in-services she has attended.
- Raising A Thinking Child 4-7: Teaching Young Children How to Resolve Everyday Conflicts and Get Along with Others. A curriculum to help parents learn to talk with their children the problem solving way, an approach that involves children in the process of thinking about what they do and why they do it.
  - Family Impact Seminar: Evaluating policies, programs and procedures through the “lenses” of their impact on families. Application to local, state, and federal decisions that affect families and their healthy family functions and relationships.
  - Gracious Space: Presented by Building Community connections for Families Team. The agenda was to come together to find ways to connect with others and foster relationships. Applications can be used with group meetings and programs.

Allen departed meeting at 2:00 p.m.

9. Set Next Meeting Date: Next meetings are scheduled for 1:00 p.m., June 22, 2011 in room 103 at the Adams County Community Center. Committee will travel to Baraboo to tour an alternative energy home. Committee will meet at 1:00 p.m., July 12, 2011 in room 103 at the Adams County Community Center.

10. Agenda Items for Next Meeting:

- Report on Alternative Energy Tour
- Needs Assessment Survey
- MIS Update

11. Adjourn: Motion by Licitar and Second by Klingforth to adjourn. Motion carried. Meeting adjourned at 2:20 p.m.



Minutes taken by  
Linda Arneson  
Clerk/Bookkeeper  
UW-Extension, Adams County

\_\_\_\_\_  
Diane England, Committee Secretary

**These minutes have not been approved by the Resource & Recreation Committee.**